Aditi Amit
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OBJECTIVE

I have Total 3+ Years of Experience In Technical Recruitment with Expertise in Candidate Engagement And Client Dealing and in managing priorities to meet deadlines and realize high quality outcomes. Committed to establishing credibility and developing relationships with associates and managers. Strong conceptual thinking skills and new concepts acquisition and HRBP.

Job profiles worked on - Java full stack developer, Android Developer, Product Owner, IOS Automation Engineer, Angular Developer, .net,c#,Business Analysts, Data SCientist, Automation Engineer, Cloud Developers,IOS Manual, Devops lead, Backend and Fronbtend Developers, and many more .

Positions worked on - NCT, Management trainee, Assistant Manager, Manager,Senior manager, AVP AND VP.

EXPERIENCE

Oct 2024 - Current   **VVDN TECHNOLOGIES**

Senior Executive

- Manage end-to-end recruitment for IT roles across departments, handling both permanent and contract positions.
- Partners with hiring managers to understand technical requirements and develop detailed job descriptions for software engineers, network administrators, project managers,and more.
- Proficient in using various job portals such as - Naukri, LinkedIN, Monster for Sourcing and screen the candidates.
- Partner with panel members for conducting technical rounds of interview and various assessments and coding tests (co-cube test, versant test, etc).
- Proficient in various data recording platforms such as HRMS,Taleao,Avature and ATS to record and track the information of the candidates.
- Also well versed in offer negotiation, salary expectations,documentations and facilitate seamless candidate onboarding process.
- Involved in vendor management for filling the gap between the vendors and the requirements of the organizations.
- Proficient in Providing inductions and training to the new candidates.

Feb 2024 - Oct 2024   **Genpact (Payroll company - Quess Corp)**

Consultant

- Led the recruitment of IT professionals filling roles such as Software developers. Data scientists, and engineers.
- Manage virtual and physical drive, of more than 100 candidates while conducting 1st round of interviews and various assessments.
- Developed a deep understanding of the technical stack and requirements for each position, advising hiring managers on suitable candidates.

- Build strong relationships with hiring managers to create recruitment strategies tailored to each department's needs.
- Coordinated candidates interviews, feedback,and followups.
- Conducted salary benchmark.
- Proficient in using various job portals such as - Naukri, LinkedIN, Monster for Sourcing and screen the candidates.
- Partner with panel members for conducting technical rounds of interview and various assessments and coding tests (cocube test, versant test, etc).
- Working in various data recording platforms such as HRMS,Taleao,Avature and ATS to record and track the information of the candidates.
- Prepare and maintain daily submission reports.
- Keeping track of candidates in probation period who have joined the company.
- Vendor Management.

April 2022 - October 2023   **Careernet Technologies Private Limited**
Associate Consultant
- Sourcing eligible/suitable candidates through different job portals.
- Keeping data and record of potential candidates and shortlisted candidates.
- Interviewing staff onboarding documentation processing employees, updating records, improving employee retention.
- Successfully achieved targets.
- Good knowledge of handling all the job portals, HeadHunting.
- Prepare and maintain daily submission reports.
- Keeping track of candidates in probation period who have joined the company.
- Search relevant candidates on Naukri Portal and other Sources.
- Dealing with End To End Recruitment
- Hands-on experience with Tech and Non Tech Recruitment Dealing with The Clients.
- Proficient in various data recording platforms such as HRMS,Taleao,Avature and ATS to record and track the information of the candidates.
- Partner with panel members for conducting technical rounds of interview and various assessments and coding tests (cocube test, versant test, etc).

Sept 2021 - Nov 2021   **HCL,IT City Lucknow**
HR Intern
I am having the 2 months' experience in the HR domain as an intern

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EDUCATION
- **Babu Banarasi Das National Institute of Technology and Management, Lucknow**
  2022 - MBA
- **Sagar Institute of Technology And Management**
  2019 - BBA

SKILLS
- Tech & Non-Tech Recruitment
- Candidate engagement
- Client handling
- Communication
- Leadership
- Data Management
- Knowledge on EPF,Payroll,ESIC

- Candidates assessment tools HackerRank, Cocube, Versant, speech Xtest and codility.
- Microsoft office/ Google suit.
- Proficient in MS office, Avature, outlook and HRMS, Taeleo.

PROJECTS
- **6 Weeks Summer Training**
  Study of customer satisfaction and give roles and responsibilities at Big Bazar Lucknow and provided measures of retaining customers.
- **IIM Kozhikode Event**
  2 days programme on Entrepreneurship and Digital Marketing held on 20th April 2018 and 21st April 2018
- **Workshop Project**
  One-month workshop to study about the Journalism and Media Studies Course through My Captain App.
- **Mini Project Report**
  A study of employee's wellness and welfare policy for public sector banks (Bank of India and State Bank of India).
- **Human Resource Intern**
  One-month internship as human resource intern at **8.7M-1**.

ACHIEVEMENTS & AWARDS
- First Prize in speech competition organized by 'Healthy India, Constitutional India' on the topic "We will make Healthy India, Constitutional India".
- First Prize in National Video Making on the topic INDIA FIGHT BACK AGAINST COVID-19 held in 2021 at BBDNITM, Lucknow.
- First Prize in speech competition on the topic 'Election' in 2019 held at SagarInstitute of Technology and Management.
- First Prize in Debate Competition on the Topic Work from Home V/S Work from home.
- First Prize in Speech Competition on "World Environment Day"Awarded As Best Speaker In 2022 By IDA
- Member Of WEAG NGO. Student Coordinator Of Placement Cell. Class Representative in BBA & MBA.