ANJALI MITTAL

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Objective

A responsible and challenging position that will utilize my education, potential, and experience for achievement of personal as well as organization's objectives and also providing me good career opportunities.

Career Summary

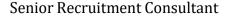**KRISHNA INNOVATIVE SOFTWARE PVT LTD, MOHALI** (JAN2023-Till Now)

HR Executive

Roles & Responsibilities:

- Managing end-to-end Recruitment (IT recruitment) that includes sourcing, screening, interview, scheduling and successfully filled key positions.

- Employee Attendance, Records and personal file & Records maintaining.

- Induction of new employee's for orientation and training programs.

- Grievances Handling & resolving with a systemized manner.

- Coordinating team- building initiatives and events to enhance team morale and build a sense of unity.

- Managing Social media platforms, including LinkedIn, Facebook, and Instagram, for the purpose of content creation and posting.

- Maintaining employee's record in company's portal.

- Assisted employees with benefit-related inquiries, and providing clear and timely information.

- Maintaining own database of candidates in Excel.

- Helping new staff with joining formalities.

- Provide support to HR Manager in day-to-day activities.

- Conduct Exit formalities to ensure a smooth departure for departing employees.

COGNOTIC AI (Mohali, Chandigarh) JAN2022–DEC2022

Senior Recruitment Consultant

Roles & Responsibilities:

- Managing end-to-end Recruitment (IT recruitment) that includes

sourcing, screening, interview scheduling & coordination etc.

- Sourcing the right profiles from the Job Portals by performing appropriate search. Sourcing suitable candidates within timelines against each open position.

- Using various sourcing channels for identifying relevant candidates like –JobPortals (Naukri, Shine.com), social media (LinkedIn) & references

- Preparing and sending Job Description, offer and rejection mails to candidates.

- Familiarity with HR databases, Applicant Tracking Systems (ATS).

- Involved in IT hiring mid to senior level (Full Time, Part time, and C2h).

- Technologies Handling: Core Technologies like: - Dot net Developer, Java Developer, Embedded C Developer, Android Developer, IOS Developer, ReactJS Developer, Business Analyst, Python Developer, Big Data Engineer, Sales Force Developer, Mainframe Assembler, Mainframe Developer, Dot Net Developer, Angular Developer, SEO Executive, UI/UX Designer, Web Designer, Content Writer etc.

- Worked for the Clients : FYND, Persistent Systems, UST Global, Resource Solutions,

HYRE FOX CONSULTANT, JAIPUR (FEB2021– JAN 2022)

Recruitment Consultant

Roles & Responsibilities:

- Prepare recruitment materials and post jobs to appropriate job.
- Source & Recruit Candidates by using job portals (Naukri, Shine.com) or reference, mass mailing and job posting.
- Hands on experience in end-to-end recruitment.
- Creating job description as per requirement–Sourcing/Screening profiles according to the job specifications.
- Generating & maintaining various tracker and reports.
- Familiarity with HR databases, Applicant Tracking Systems (ATS).
- Salary Negotiations, issue offer letters.
- Worked for the clients : Mindtree, tweaking technologies, Angara Ecommerce Pvt Ltd., Mernplus Technologies, Genpect, Teleperformance, Grofers, Chegg, Amazon, OYOWeddings.in, Droplet,

Offers and Follow ups:

- Salary negotiations with the candidates and facilitating the joining process.
- Ensure the candidates join the organization on the schedule joining date.

Key Skills

- Talent Acquisition,

- Headhunting experience

- IT Hiring,
- Strong Networking & Communication skills,
- Data Management,
- Job Posting,
- Sourcing, Screening, Working on ATS (Applicant Tracking System),
- Microsoft Office Programs,
- Mass Mailing,
- Decision Making
- Conflict Resolution
- Time Management
- Boolean Search

Educational History

- C.B.S.E., Delhi– Matric MARCH 2016- 76%
- C.B.S.E., Delhi– 10+2 (Commerce) MARCH 2018- 76%
- Punjabi University, Patiala-BBA- 82%
- LPU, Jalandhar – MBA - Pursuing

PERSONAL INFORMATION

Name   :Anjali Mittal
Date of Birth   :19th Aug 2000
Gender   :Female
Nationality   :Indian
Languages Known   :English, Hindi, Punjabi

Declaration

I here by declare that the information furnished above is correct to the best of my knowledge.

Anjali Mittal