

To gain expertise and seek a challenging position in the Human Resource Management function within the industry, that can fully exploit my inherent abilities and Professional skill, thereby leading to the growth of the organization.

Profile Summary

- Currently working with INK IT SOLUTIONS as HR Executive/Recruitment Executive.
- 1.8 years working in HR as an end-to-end HR recruitment and operation – IT recruitment (Permanent and contract)
- Directly Involved in getting the requirements with clients.
- Involved in full life cycle of Recruitment- Sourcing, Shortlisting, Interviewing, arranging interview and closing the Positions.
- Proven experience in evaluating applicants for seniority and different positions.
- Experience with different interview formats, -in person interviews, and technical screening calls& Virtual Interview.

Education

2020-2022, Full Time

MBA in Human Resource Management and Marketing, Ajay Kumar Garg Institute of Management (AKTU University)

2017-2020, Full Time

BBA, Institute of Management Studies (CCS University)

Work Experience

(14 september2022 – till Present)

Working as Recruitment Executive- INK IT SOLUTIONS (SAP GOLD PARTNERS COMPANY)

- Sourcing of profiles from various sources – job portal (Naukri, LinkedIn), professional networks Referrals (Internal &External), Existing database, Community sites, LinkedIn
- Using bullion search on Naukri and LinkedIn to get good profiles.
- Doing Recruitment in across India.
- Handling the complete recruitment life cycle for sourcing the best talent
- Requirement gathering & understanding the requirements given by various clients for their manpower positions.
- Managing the entire recruitment cycle from requisition capturing till on boarding which involves- Sourcing, Screening, Shortlisting, Scheduling, coordinating interviews, Pre -hire process, offer Negotiation, Post- after- follow ups.
- Managing the documentation process.
- Schedule interviews and co-coordinate with candidates, technical panel for next levels of interviews till closure.
- Regular Follow ups with the selected candidates until on-boarding. Managing good relationship with candidates to ensure smooth on boarding, document compilation for selected candidate.
- Salary negotiation with the selected candidate. Giving my best to close the positions and make candidate join.
- Briefing the Candidates about the company, job duties and responsibilities, compensation and benefits work schedules and working conditions, company policies, and other related information.

Tech skills I worked.(SAP)- JAVA, PROJECT MANAGER, DELIVERY LEAD, SAP HCM, EMPLOYEE CENTRAL, ONBOARDING, LMS, CPI, BTP, ABAP/HANA, CORE ABAP, ECP, UI5 , FIORI, SAP BASIS, ACCOUNT MANAGER, PRE SALES, SAP RCM,ABAP HR, SAP COMPENSATION,DOT NET.

Technologies Hiring For: C++, Java, Python, Selenium, Appium, Ruby, Embedded Platform, Technical Architect – AWS and Azure, python automation, Pytest, Linux, AWS, HTML, CSS, Java Script, Bootstrap, Node.js, React.js, Angular JS, MongoDB, NoSQL Database, React Native, frontend and Backend Technology

Computer Proficiencies

MS WORD, POWER POINT PRESENTATIONS, VLOOK UP, PIVOT TABLE.

Key Skills

Core HR

Recruitment

Onboarding

Human Resource Management

Employee Engagement

Salary Negotiation

Employee Grievances

Conflict Resolution

Performance Management

Training and Development

Internship

Insplore Consultancy PVT LTD. (Human Resource)

- Learn how to make pay slips.
- Used excel for making reports (pivot table)
- Making presentation which help people understand about product.

Language

English
Expert

Hindi
Proficient

Personal Details

Name: Harshita Goel

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Marital Status: Unmarried