

Vartika Bhardwaj

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PROFILE

Human Resource Professional with experience in recruitment, managing employee relations, improving the onboarding process, managing HR records, and providing beneficial advice and support to the employees. Effective communicator with significant ability to work in a team, and well-developed time management skills.

EDUCATION

P.G.D.M in Human Resources

2018 – 2020

from Institute of Productivity and Management with CGPA- 7.52.

B.Tech

2014 – 2018

from SRM University with CGPA- 8.667 in Computer Science and Engineering.

Higher Secondary (C.B.S.E)

2013 – 2014

from Dayawati Modi Academy, scored 86.8% and secured 100% in Entrepreneurship.

Senior Secondary (C.B.S.E)

2011 – 2012

from Dayawati Modi Academy with CGPA- 10.

SKILLS

- Skilled with Microsoft Office Suite (Word, Excel, PowerPoint).
- Recruitment and Selection.
- Onboarding and Employee Relations.
- Proficient with Applicant Tracking System (No Paper Forms).

PROFESSIONAL EXPERIENCE

HCL Tech, HR Campus Hiring

01/2023 – present | Noida, India

- Lead high-volume recruitment efforts to source and recruit top talent for various technical and non-technical roles.
- Conducted Group Discussions for over 900 candidates and interviewed over 1000 candidates to evaluate their suitability for role.
- Coordinate and facilitate effective campus drive and events at universities across India to attract high potential candidates.
- Utilize Applicant Tracking Systems to streamline recruitment workflows and maintain candidate database.
- Manage candidate pipelines, track recruitment metrics, and provide regular updates to stakeholders.

Accenture Solutions Pvt. Ltd. (on payroll of Buzzworks Business Services Pvt. Ltd.), HR Assistant-Onboarding

04/2022 – 12/2022 | Gurugram, India

- Onboarded over 500 employees in compliance with the background check reports.
- Welcomed pre-joiners with emails and virtual meetings as a Relationship Manager and responded to pre-employment queries.
- Followed up with candidates to ensure completion of onboarding formalities before given deadlines.
- Conducted Identification checks and documents verification.
- Ensured accurate completion of new hire paperwork and personnel files related to compliance.
- Conducted Induction Sessions and QA sessions to drive the adoption of new hires into organization.
- Prepared and maintained new hire spreadsheet records.
- Provided beneficial advice and support to new employees, and resolved any onboarding conflict with zero escalations.

Gangotri Mattress Co.(Sunfit Mattress), HR Assistant

10/2020 – 03/2022

- Listed job postings for the organization and assisted in the recruitment.
- Prepared new hire paperwork and maintained employee records.
- Conducted formal and Informal counselling sessions for employees.
- Maintained Database by collecting time, attendance and leave records.
- Prepared Event Calendar of monthly recreation to motivate employees.