

# ASHIMA

MBA Graduate | Recruitment Expert

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## PROFESSIONAL SUMMARY

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Dynamic HR Professional with 5 years of rich experience in Talent Acquisition and administration domain. MBA Graduate with proven ability to identify, attract, and retain high-caliber talent across various industries. Known for optimizing recruitment processes, enhancing candidate experience and client satisfaction contributing to organizational growth through strategic hiring initiatives.

## SKILL HIGHLIGHTS

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- Full-cycle Recruitment: Talent sourcing, screening, conducting interviews, negotiating offers, onboarding/offboarding.
- Administration: Documentation, Generating offer letters/relieving letters, report generation, vendor management.
- Data Management: Updation of candidate's records using ATS, Excel and Google Sheets.
- ATS & Job Boards: Proficiency in Application Tracking System, Naukri, Indeed, LinkedIn, Hirect, FoundIt, etc.
- Communication: Strong written and verbal communication skills with attention to detail and accuracy.

## WORK EXPERIENCE

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### Callsmaster Services LLP

04/2023 to Present

#### HR SPECIALIST

- Handled full-cycle recruitment - Screening, Sourcing, Head Hunting, Employer branding, Interviewing, Recruiting, Salary Negotiation, Candidate's joining and closing the position.
- Responsible for hiring of Data Analysts, Test Engineers, SEO Specialists, UI/UX Designers, Web Developers, Content Writers, Business Intelligence Analysts and other IT/Non-IT professionals.
- Provided administrative support, including preparing offer/relieving letters, managing candidate documentation, updating records, attendance management and coordinating background checks.
- Managed entire onboarding and offboarding process.

### RAPS Professional Services Pvt. Ltd.

07/2021 to 03/2023

#### HR BUSINESS PARTNER – INDIA

- End to End Recruitment & Selection for clients like Hexaware, Xoriant, Yale University, HCL etc.
- Responsible for hiring of Sql Developer, Business Analyst, Data Analyst, US IT Recruiters, Domestic IT Recruiters, Dot Net Developers, Test Engineers, QA Analyst, SFDC Engineer, Systems Admin, Healthcare Recruiters, Finance Executive, Network Engineer, Sr. Power BI Developer etc.
- Maintained and updated candidate's records in ATS and generated recruitment reports.
- Handled On-Boarding, Induction, Off-Boarding & Exit Formalities.
- Created joining & exit documents of employees, managed their background verifications & insurance related things.
- Grievance handling, attendance management, payroll management & vendor management.

### ANRI Solutions HR Services Pvt. Ltd.

03/2018 to 02/2020

#### HR EXECUTIVE

- Conducted IT and Non-IT recruitment for leading companies like HCL, Iqvia, CapGemini, DXC, Infosys, etc.
- Recruited for positions like Java Developer, Dot Net Developer, Salesforce Admin/Developer, Android Developer, UI Developer, C++ Developer, SAP, Network Admin, Automation Tester, Full stack developer, Database Admin, Manual Tester, DevOps Engineer, AWS, Azure, ETL Tester, Data Scientists, Clinical SAS, Pl/sql Developer, etc.
- Key responsibilities include end to end hiring from different portals, hunting, sourcing, shortlisting, salary negotiation, candidate's joining, maintaining quality records of candidates, Post Offer follow-ups.

### Talent4Assure Assessment Services Pvt. Ltd.

06/2017 to 08/2017

#### HR INTERN

- Responsible for End to end recruitment (Sourcing, screening, conducting interviews, shortlisting till candidate's joining).
- Maintaining and updating database of employee's personal files and records.

## EDUCATION

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### Master of Business Administration in HR (2016-18)

Gitarattan International Business School, GGSIPU - 79.6%

### Bachelor of Computer Applications (2013-16)

Institute of Information & Technology, GGSIPU - 70.6%