

Harshit Sejwal

HR Professional

An Analytical Technical Recruiter with two years of experience in sourcing and recruiting the best talents in technology. Proven capacity to interview, screen and identify suitable employees for technical roles. Well-versed in outlining job requirements, developing sourcing tactics, scheduling and coordinating interviews. Impeccable track record sourcing top-notch talents through internet searches, job boards, and professional networks.

Contact

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Education

MBA (*Human Resources*) – Maharaja Agrasen Himalayan Garhwal University 2022

Bachelor of Computer Application (*BCA*) – Monad University 2020

Skills

- E2E Recruitment
- Talent Acquisition
- Head Hunting
- Vendor Management
- Strategic Sourcing
- Negotiation
- Workday
- Requisition Creation
- Offer Generation

Work Experience

1. *HR Specialist @ PwC, Gurugram*

*Apr 2023 –
Apr 2024*

- Meticulously working in Workday Processing Team (WPT) for recruitment.
- Managing recruitment operations on Workday i.e. raising requisitions to offer generation.
- Handling End to End Recruitment involving Sourcing, Staffing and Onboarding Candidates.
- **Sourcing:** Screening & Shortlisting candidates through different portals (Naukri & LinkedIn) and validating them basis their expertise in the domain.
- **Staffing:** Preparing Requisitions and sending them to corresponding sourcing lead to initiate the sourcing.
- **Shortlisting:** Aligning the screened profiles for review with hiring managers.
- **Hiring Inputs:** Meeting hiring managers to understand the feedback of screened profiles.
- **HR Round:** Conducting HR Round for the selected candidates and negotiating salaries as per the current market & company standards.
- Promptly informing the reject candidates about the reason for the rejection.
- **Onboarding:** Validation & Generation of offers basis the approvals provided.
- **MIS:** Preparing reports on the number of closures, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates.
- Sending weekly, Monthly and quarterly headcount and hiring report.

2. HR Executive @ Teleperformance, Gurugram

Jul 2022 –
Mar 2023

- End to End Recruitment (mostly IT) for different departments.
- Posting job on different portals, Interviewing & pre-screening the candidates by telephonic discussion.
- Sourcing candidates using portals, networking, employee referrals & references.
- Identify candidates with the right skills to match the company's requirements.
- Clients Handled: Western Digital, Adobe, Walmart, Amazon, Flipkart, Comcast, Intermedia, Caption Call.
- Portal experience: Naukri, LinkedIn, TimesJobs, Monster.

3. HR Intern @ Unlink Technologies Private Ltd., Noida

Apr 2022 –
May 2022

- Master tracker updating & internal recruitment for positions like: QA Engineers & UI Developers.
- Regularly called candidates for updates on job search, interviews and skills.

Certifications

- Maestro Recruiter – Naukri.com
- Technical Recruiter – hirist.com

