

# HARSHITA MISHRA

## Talent Acquisition

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### SUMMARY

Having **2.6 Years** of work experience as an **IT & Non-IT Recruiter** with 3 months of internship experience in HR. Willing to work in HR- Recruitment with a progressive organization where I can constantly learn, practice, and apply my knowledge, keeping in mind my personnel development as well.

### SKILLS

- |                      |                           |
|----------------------|---------------------------|
| • Talent Acquisition | Human Resource Management |
| • IT Recruitment     | Non IT Recruitment        |
| • Team Management    | Leadership Skills         |
| • Salary Negotiation | Interpersonal Skills      |
| • Vendor Management  | Client Handling           |

### PROFESSIONAL EXPERIENCE

#### ❖ Talent Acquisition Associate at 9 Yards IT Technology (Feb,2022 to Present)

- Responsible for full life-cycle recruitment of all verticals in IT & Non-IT.
- Handling Walk-in-Drives.
- Source the profiles from different portals such as : **Naukri, LinkedIn, Internshala, Indeed, Hirst, etc.**
- Handling the entire event of recruitment activities like Sourcing, Candidate scheduling, Interview line- up, and Tracking offers.
- Scheduling the Face to Face/Telephonic/Virtual interviews.
- Follow up with the selected candidate to confirm their date of joining and keep track of the same.
- Maintaining Database.
- Managing vendors designated to me, giving new requirements to them and then negotiating contracts, controlling costs, etc.
- Managing clients designated to me, taking new requirements from them understanding them, and then making the teamwork accordingly to close the position as soon as possible.

#### ❖ HR-Intern at Wire Hire Consultancy (3 Months)

- Experience in domestic recruitment.
- Work for various clients such as Whitehat Jr, Planet Spark, Byjus, Square Yards, Regalo???'s Kitchen, Paytm, CollegeDekho.com, Smart Connect, Zunroof, Wang Technologies, etc.
- Post various jobs on LinkedIn.
- Releasing offer letter & letter of recommendation.
- Responsible for collecting & verifying required documents of new joiners.
- Responsible for conducting employee engagement activities & event management.

## REQUIREMENT HANDLED

- **Development** : Fullstack Developer, Java Developer, Python Developer, MEAN/MERN Stack Developer, Salesforce Developer, Android Developer, Dot Net Developer, Frontend/Backend Developer, etc.
- **Testing** : Automation Testing, Manual Testing, Functional Testing, Performance Testing, Cloud Testing.
- **Others** : DevOps Engineer, Data Engineer, Data Integration, Data Analyst, Scrum Master, Business Analyst, Jira Admin, SAP roles etc.

### Non-IT Roles

Digital Marketing Executive, SEO, SMO, Content Writing, BDM etc.

## Certifications

- ChatGPT For HR (Great Learning)
- Naukri Maestro Recruiter Program (Naukri.com)
- Campus To Corporate (3SR Consultancy)

## EDUCATIONAL QUALIFICATION

- MBA (HR & Marketing) from United Institute of Management, Allahabad. (Affiliated to AKTU, Lucknow)
- Bachelor of Arts from University of Allahabad (2019).
- Intermediate from U.P Board (2016).
- High School from U.P Board (2014).

## PERSONAL DETAILS

- **Name:** Harshita Mishra
- **Father's Name:** Ajay Kumar Mishra
- **Date of Birth:** 31<sup>st</sup> August 1999
- **Marital Status:** Unmarried
- **Gender:** Female
- **Language Known:** English and Hindi
- **Nationality:** Indian

## DECLARATION

I, Harshita Mishra, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

**Place: Noida**