Monica Agarwal

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2.5+ yrs of experience in **IT recruitment** and I am looking forward to obtaining a position in a well- known organization which can provide me with varied opportunities to expand my knowledge, skills and learn and grow while working towards the organizational goals.

Experience

Nov 2021 – present

Associate Consultant / CareerNet, Noida

Duties and Responsibilities:

- Responsible for **end to end process of recruitment**.
- Involved in sourcing and screening process.
- Detailed analysis of the requirements, understanding the requirement specification to meet desired results.
- Source candidates through various portals like **Naukri.com, LinkedIn etc.** and validating them on their experience and interest on the role.
- Worked on profiles like **Frontend developer, Java developer, .Net Developer, Support engineer, Network engineer, Python developer, SAP, C++ developer, QA engineer, Full stack developer, Mobile developer, Sales, Accountant, Technical architect, Manager, Data engineer, Lead roles etc. and niche roles like Golang developer, ETL.**
- Identified potential candidates through using **Boolean searches and Keyword searches**.
- Identifying right candidates with required skill set and experience and make sure that it should match with the requirement as the job description.
- Analysed and filtered candidates through telephonic interviews.
- Manage all candidate-related issues leading to closure.
- Coordinating with the team members to build strategies and hiring plans.
- Worked for our **MNC based clients.**
- Interacting with the candidates, checking their availability and scheduling the interviews of candidates.
- Following up with prospective candidates until they complete all rounds of the interview.
- Involvement in offer negotiation and post-offer candidate engagement for a better joining ratio.
- Maintain the tracker of candidates for future reference.

APRIL 2021 – OCT 2021
Human Resource Trainee / **Multiverse Solutions Pvt Ltd, Noida**
<u>**Duties and Responsibilities:**</u>

- Writing and posting technical job advertisements and descriptions.
- Parsing specialized qualifications and skills for screening IT resumes.
- Sourcing potential candidates via professional platforms, (e.g. Linkedln, Naukri.com, hirist.com etc.)
- Line up Interviews and Onboarding new hires.
- Issuing job offer and recruitment letters.
- Conducting employee orientations and induction.
- Coordinating with team leaders for forecasting the hiring needs and setting the department goals.
- Crafting and sending recruiting emails to passive candidates with current open jobs
- Taking care of the joining formalities of the employee, Documentation of employees.

Education

2020-2022 PGDBM / NMIMS University,Mumbai

2017-2020 BBA **/** Institute of technology and Science, Ghaziabad

2017 XII / Vivekanand School, Delhi

2015 X / Vivekanand School, Delhi

Certification

- **UAS INTERNATIONAL** for outstanding performance in "**Money Multiplier**" during the international internship program.
- Career Edge – knockdown the Lockdown- **TCS iON**
- The Fundamentals of Digital Marketing -**Google Digital Garage**
- Excel-**Great Learning**

Skills

- Candidate Management
- Scheduling Management
- Technical Recruiting
- Teamwork
- Self- Motivated
- Result Oriented
- Applicant Tracking Systems(ATS)
- Documentation