

# ANKITA SRIVASTAVA

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Lucknow , India

## About Me

Human Resources Professional with around 6 Months of experience entire recruitment life cycle from Sourcing, Screening, Selection, Salary negotiations, Pre selection process and Post Offer Process Etc. A go-getter, the self-driven person with a passion for achieving, truly believes in=impossible is Nothing!

## Work Experience

The Hiring Company || NEW DELHI, INDIA

**HR Recruiter Intern**

**October 2023-January 2024**

### Roles & Responsibilities:

- End to end recruitment, maintained the tracker on Google sheet.
- Bulk hiring of BPO, Team Leader (PAN India).
- Sourcing and screening the data and profile of Operation Manage and HR Executive from different job portals i.e. Naukri and LinkedIn.
- Screening and Segregation of candidate's profiles to suit the client's requirements.
- Sourcing and screening candidates through creative sourcing techniques which include self- created databank, referral generation, Networking, Internet sourcing through various portals ( Naukri, Monster, and LinkedIn).
- Interacting with Team Leader from sourcing to closing.
- Understanding the clients' requirements in respective of the candidate's profile, job description, Shortlisting the right candidates.
- Screening the candidates' profiles, short listing and selecting the candidates in the preliminary rounds.
- Briefing the candidates about the job profile, package, organization, etc.
- contacting the shortlisted candidates and assigning the interview according to the convenience of the Client and vice versa
- Coordinating between the clients and the candidates for the interviews.
- Taking feedbacks from the candidate after the interviews.
- Follow up with candidates for interviews and joining.
- Salary Negotiations and candidate Attitude his interest and Availability.
- Keeping in touch with the offered candidates till joins the company.

Accurate Global Alliances|| GREATER NOIDA, INDIA

**HR Recruiter Intern**

**MAY 2023-JULY 2023**

- Managing the end-to-end recruitment process, including staffing, recruiting, sourcing, and screening.
- Creating job descriptions according to the organization's needs and shortlisting profiles from job portals (Naukri.com, LinkedIn.com, Indeed.com, Monster.com).
- Coordinating, Scheduling & Conducting Interviews.
- Expertise in using job portals like Naukri.com, LinkedIn, indeed etc.

Tech Mahindra Private Limited || LUCKNOW, INDIA

**Communication officer**

**January 2021- May 2022**

### **Skills:**

Recruitment & Selection, Employee Engagement , Administration, Sourcing, MS Excel, MS office, MS power point, MS Word, Communication, Time Management, Creative Thinking, Problem Solving, Decision Making.

### **CERTIFICATES:**

Y2 Brain Storming- Certificate of Participation

### **ACADEMIC QUALIFICATIONS:**

Pursuing Master of Business Administrations from AKTU University (HUMAN RESOURCE and OPERATIONS MANAGEMENT) 2022-2024

Bachelor of commerce ( B.Com)- 2017-2020

### **Language**

English ,Hindi

