

Curriculum Vitae

Aastha Pandey

Mob: 8317077243

Email: aasthapandey2371@gmail.com

Career Objective

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills. Seeking a position to boost my career in a high-level professional environment.

Professional Experience:

Present Employer- CareerNet Technologies



Tenure: July 05th, 2021 to till date

Designation: Associate Consultant (Corporate)

Key Responsibilities:-

- Designing and implementing the recruiting strategy.
- Managing Recruitment for MNC's across India.
- Recruited mostly for Intel, IBM, CoStrategix, Legato, Optum, RBSPL etc.
- Sourcing and attracting candidates by using portals/databases, filtering & interview coordination with the team.
- Interaction with the candidates, conducting written tests and interviews as per the business requirements.
- Counsel the candidate on corporate benefits, salary, and corporate environment.
- IT Hiring, Sourcing, Bulk hiring & Senior level hiring.
- Managing Internal Job Posting by Naukri portal, LinkedIn etc.
- Documentation (Appointment letters, confirmation letters, relieving letter etc.)
- Build long-term relationships with past and potential candidates.
- Communicate regularly with HR department to get a clear view of company's hiring needs and organizational goals.
- Work closely with different team members to develop creative ways for addressing talent acquisition challenges.
- Suggest new ideas for improving talent acquisition activities.

SLMG Beverages (P) Ltd. (Largest Bottler of Coca-Cola)



Tenure: January 06th, 2020 to July 01th, 2021

Designation: Executive-H. R (Corporate)

Key Responsibilities: -

Talent Acquisition:

- Managing Recruitment for entire UP & UK.
- Interaction with placement agencies, scrutinizing resumes, conducting written tests and interviews as per the business requirements.
- Ensuring timely and cost effective hiring including senior levels, background verification.
- Hiring, Sourcing, Bulk hiring & Senior level hiring.
- Successfully hiring of Senior Management Employees like- Managers, Sr. Managers etc.
- Managing Internal Job Posting by Naukri portal, Negotiations, Salary Fitments, Offer, Appointment & Confirmation Letter generation.

HR Operations:

- Ensuring smooth joining of all new recruits, induction and on boarding.
- Payroll Management: Attendance and payroll inputs with the vendor.
- Managing Leaves and attendance management system through biometric.
- Managing the Exit process including exit interview and F&F thereafter.
- Oversee daily operations of the HR department
- Organizing employee engagement activities weekly/monthly (Birthday celebrations, Fun games & Policy sessions).
- Responsible for managing employee related queries and their resolution.
- Verification of manpower related vendor's bills.
- Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance etc.
- Designed power point presentations for access to Naukri Portal, Recruitment /TA Process Note, Employee Induction, Travel & Attendance policies for internal use.
- Publishing recruitment, daily manpower dashboards & monthly HR cost reports (PnL).

Professional Achievements:

- Recruited 97% of positions without engaging vendors.
- Closed open positions, approx. 100 plus position within TAT in two months.
- Involved in takeover process of new business i.e. in appointment and offer letter generation with zero error.

Educational/Professional Qualification:

Education	Passing Year	University/Board	Specialization
Master's in Business Administration-Hons.	2020	Dr. A.P.J Abdul Kalam Technical University	Human Resources (Major) & Marketing (Minor)
Bachelor's in Science	2018	Dr. RML Awadh University, Faizabad	ZBC
Higher Secondary	2014	CBSE Board	PCB + P. Ed.
Senior Secondary	2012	CBSE Board	Science, Maths, English, Hindi

Summer Internship

<u>Organization</u>	<u>Topic</u>	<u>Tenure</u>
SLMG Beverages (P) Ltd. Lucknow	Talent Acquisition Process	45 days

Computer Skills

<u>Diploma in Computer Application</u>	MS Word, MS PowerPoint, MS Excel, System Formatting etc.
---	--

Certificate Courses

- Certificate course of CCC from NIELIT
- Online certificate course completed in Career Edge-Knockdown the Lockdown from TCS.
- Online certificate course completed in TCS iON Corona Warriors from TCS.
- Pursuing O Level computer course from NIELIT

PERSONAL INFORMATION

- DOB : 14/06/1998
- Marital status : Single
- Hobbies : Singing, Listening Music, Reading Novels
- Language Known : Hindi & English
- Father's Name : Umesh Chandra Pandey
- Address : Lucknow (UP)

I, hereby declare that all the above information given by me is true to the best of my understanding and knowledge.

Date:

(AASTHA PANDEY)