

# Khushboo Mishra

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Pune

## HRExecutive-Talent Acquisition Executive

### ❖ Objectives:

- ❖ 5 Years' of experience as a technical IT Recruiter. Source, screen, evaluate and select candidates through a structured recruitment process designed to obtain the best candidates. I have solid experience in recruiting and placing professionals using a full life cycle recruiting methodology. Understanding the client recruitment needs and meeting their requirements with good response time. Good short listing and negotiation skills and good team player. Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organization.

### ❖ Professional Experience:

#### ❖ ExperisIT Pvt Ltd:

July 2021 – Present

#### ❖ HRExecutive-Talent Acquisition Executive

- ❖ Expertise in Sourcing resumes, Screening, Recruiting, Shortlisting.
- ❖ Interaction with the Client, team and Account Manager for the Active Requirements on daily basis.
- ❖ Recruitment of Employees as per Client Specifications.
- ❖ Able to work as an individual as well as in team.
- ❖ Handled a team of 4 members
- ❖ Working experience on Talent Recruit and Xtrac portal. Familiar with ATS.
- ❖ Short-listing profiles based on parameters set by the client and our quality standards.
- ❖ Experience in client coordination and Team handling.
- ❖ Interacting with the candidates to ensure the suitability and interest of the candidate for the requirement.
- ❖ Coordinate with panels to get their interview slots.
- ❖ Coordinating with the client and the candidate with the interview.
- ❖ Sending calendar invites to all the parties to make sure that the process goes smooth.
- ❖ Taking Acknowledgement from the client and the candidates and manager
- ❖ Collect interview feedback from Panels and to provide timely feedback to candidates.
- ❖ HR Interviews, releasing offer letter, salary negotiation.
- ❖ Follow up with the candidates till joining formalities.
- ❖ Recording all recruitment activity into a tracking system.
- ❖ Handling various Online portals (Naukri.com, LinkedIn, Monster, Times, and References).

- ❖ Expertise to work on position with Super Niche skills.
- ❖ I use to hit the highest revenue and meets the targets.
- ❖ Strong target oriented HR professional making sure to deliver quality.

❖ **Digiflix Tv**

**Jan 2021\_ June 2021**

**Junior HR Recruiter**

- ❖ Handling the End-to-End recruitment process for professionals across all levels.
- ❖ Initial screening and profile matching with reference to qualification, experience, relevant skill, communication skills, team compatibility & stability etc.
- ❖ Developing/Updating the Job descriptions and specifications.
- ❖ Sourcing profiles form various recruiting channels like- job portals (Naukri, Monster, etc.), Employee referrals etc. as per the job specifications.
- ❖ Following various hiring techniques like Job Postings, employee referrals, and social media
- ❖ Preparing recruitment materials and posting jobs to appropriate job board / Training institutions.
- ❖ Negotiating with the candidate according to our needs and requirements.
- ❖ Created a good rapport with candidates and ensured they stay in the organization for a long tenure.
- ❖ Maintaining the database for each requirement with complete details for future references.
- ❖ Preparing Daily, Weekly & Monthly Recruitment reports.
- ❖ Conducting initial interviews to determine experience, skill level and probe the candidate for view of his/her responsibility in the projects.
- ❖ Ensuring that resume appropriately reflects candidates experience and requirement in line with the requirement.
- ❖ Schedule interviews and coordinate with candidates, technical panel for next levels of interviews till closure.
- ❖ Ability to work on Contract and Permanent requirements.

❖ **Robust Softech Pvt Ltd.**

**June 2017 to Oct 2020**

**HR IT Recruiter**

- ❖ Leading hand in monitoring resource plan structure for Robust Softech Pvt Ltd- Mohali in layout of highly qualified and experienced profiles.
- ❖ Sourcing top talents from diverse sources such as social networking sites like LinkedIn, Employee Referrals, Job sites like, Naukari, Times, Monster, and by joining Recruiting Networks.

- ❖ Recruiting candidates for technologies like Java (J2EE, Java Frameworks, Java Scripts), .Net, PHP, Oracle, HTML, CSS, Python, React Js, React Native, Node JS.
- ❖ Handled domestic hiring for my current organization.
- ❖ Handled team of new joiner.
- ❖ Aligning staff to business objectives and Supporting and monitoring resource plan structure. Recruiting the right talent & narrow recruitment efforts by arranging preliminary aptitudes tests.
- ❖ Screening and shortlisting profiles by conducting initial telephonic interviews and scheduling the further interviews rounds of the shortlisted candidates.
- ❖ Support recruiters in onboarding processes by conducting reference check and drafting offer & appointment letters.
- ❖ Conducting Induction/Orientation and Exit Formalities for new and old employees respectively.
- ❖ Explaining the organization's policies, HR policy, and procedures
- ❖ Responsible for drafting various letters like Offer letters, Appointment Letters, Confirmation letters, Experience letters, Promotion letters, etc.
- ❖ Maintaining and updating work records with confidentiality.
- ❖ Assist in Payroll preparation by providing relevant data such as Attendance, Working Hours, Variables, and Tracking employees

#### ❖ Technologies:

- ❖ Java Technologies: Java with oops concept, JDBC,J2EE , Servlets , JSP, Applet, Spring Boot , Hibernate.
- ❖ Testing : Automation Testing, Manual Testing, Performance Testing( QTP / UFT, SELENIUM ,JMeter )
- ❖ Web Technologies: HTML, CSS, JavaScript, JQuery.
- ❖ Mainframe DB2, CICS, COBOL, JCL.
- ❖ .Net Developer ASP.Net, C#
- ❖ Database: Oracle, PLSQL, SQL Server, Data Stage developer, Informatica.
- ❖ Worked On multiple SAP skills like SAP ABAP, SAP HCM, SAP SD, SAP FI/CO, SAP Hybris etc.
- ❖ Big data Hadoop Developer.
- ❖ Share Point Developer.
- ❖ Mainframe Developer.
- ❖ Devops Developer.
- ❖ Python Developer.
- ❖ Linux Administrator, Network Engineer, Database Administrator, Windows Administrator, System Engineer.
- ❖ Angular Developer, Full Stack Developer, PHP developer.
- ❖ Embedded: Embedded C, Firmware engineer, Firmware verification, V&V, Hardware Design Engineer, Power Electronics, System Engineer, Linux device drivers, System Integration, Bluetooth stack, Bluetooth firmware, Bluetooth profile developer, WLAN driver developer and tester, WLAN protocols, WLAN Firmware, WLAN HOST, Wi-Fi, Linux/Windows device driver, ARM BSP, PERL with embedded and firmware Storage... .Etc
- ❖ Automotive: C++ with Automotive, C++ QT, MCAL Low level driver, Autosar, infotainment, CAE & CFD Analysis...Etc.

- ❖ Application Domain: Mean Stack/Full stack developer, .Net Technologies, UI/UX Design and developer. Android framework, Android System developer, Front/Backend developer/Lead/Architect. Python Developer,
- ❖ Data Science & Cloud: Data Scientist, AIML (Artificial Engineer, Machine learning), Deep learning, NLP, Computer vision, Image processing, Big data, Hadoop, MS -Azure, AWS, Cloud Architect, AWS Architect... .etc.

Medical Devices/Healthcare: Medical devices product development, Verification and Validation, Hardware Design, Power Electronics, System Engineer, Firmware Engineer, C++, HF Power domain. HL7, Pharmacovigilance, MDR, CER.

## ❖ SECONDARY COMPETENCIES

- ❖ Client Servicing
- ❖ Recruitment Management
- ❖ Client Coordination
- ❖ Vendor Management

## ❖ STRENGTHS :

- ❖ Committed towards work
- ❖ Ability to work independently
- ❖ Team Player
- ❖ Positive attitude
- ❖ Self-motivated
- ❖ Passionate on my work
- ❖ Self confidence

## ❖ Certification :

- ❖ Udemy Certified in Recruiting, Talent acquisition and Hiring .
- ❖ DevSkiller Certified in Tech Recruitment.
- ❖ Hirst Certified in Tech Recruitment.
- ❖ Eazl Certified in Recruitment and Hiring.

## ❖ Education :

- ❖ Kirandevi Saraaff College Mumbai Maharashtra, India

- ❖ Bachelor of Business Administration Human Resource - 2012  
54 %

Aggregate Score:

- ❖ State Board of Higher Secondary Education, Maharashtra, India
- ❖ 12th Higher Secondary school certificate examination (HSC) -2009      Aggregate Score:  
71%
- ❖ State Board of Secondary Education, Maharashtra, India
- ❖ 10th Secondary School Certificate Examination (SSC)– -2007      Aggregate Score:  
70%

#### ❖ PERSONAL DETAILS

- ❖ Date of Birth:              06th Nov 1992
- ❖ Address:                  Kharadi– Pune – 411 057
- ❖ Gender – Status:          Female – Married.
- ❖ Languages Known:        English, Hindi, Marathi, Maithaili.