

I am passionate about recruitment, so I wanted to continue my carrier in recruitment. I can join immediately as I am currently not working, I have taken maternity break.

Priya Barde

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Summary

Around 5 years of experience in IT recruitment. I have work on various technologies like Java, Testing, Dot net, various modules of SAP, Oracle, Informatics, Network Security, AIX, Linux, Unix. I have deep understanding of technologies. I have work on all levels of recruitment.

Achievements

Got 2 times SPOT Award

Got best recruiter Award

Got many appreciation & recognitions from senior management & top management.

Technologies

Microsoft Technologies: ASP. Net, VB. Net, C#, ADO.net, SQL Server

SAP: SAP ABAP, SAP FICO, SAP HRM, SAP SD, SAP MM, SAP PP,,SAP QM, SAP PM, SAP BW, SAP BI, SAP BO

Data Warehousing: Informatica

Oracle: Oracle Apps HRM, Oracle Apps FICO, Oracle Apps MM

Java: Advance java, Core Java

Testing: Manual Testing, Automation Testing (QTP, Selenium)

Qualification

MBA in HR with 1st division in 2010

BSc in Biology

Soft Skills

Goal oriented

Adaptability

Good team player

Positive attitude

Hardworking & Honest

Ready to learn new things

Experience

 **Sonyo Management**

Designation:Sr IT Recruiter

Duration: Dec 2018 to March 2019

Roles and Responsibility

End to end recruitment
Vendor management

2. Aptify Software Development Solution Pvt Ltd

Aptify is US based MNC, it's a product-based company. Aptify is headquartered in Tysons Corner, Virginia, and maintains domestic offices in Illinois, Louisiana, and California, as well as international offices in Canada and India. Aptify is a Microsoft Gold Certified Partner with an active international partner presence in Australia and the United Kingdom.

Duration: May 2013 to Feb 2016

Roles and Responsibility

End to End Recruitment:

- Getting Requirements
- Understanding the Requirements
- Job posting on portals, company website, professional networking sites, referral mail to employee
- Searching resumes from Job Portals like Naukri, Monster, Times job etc. and networking sites like LinkedIn
- Short listing profiles based on skills, domain, qualifications & relevant experience
- Taking HR Interview
- Scheduling candidates for personal interview or telephonic interview or Skype interview
- Following up with the Candidates to attend the Interview.
- Salary Negotiations
- Follow up with selected candidates to confirm their DOJ
- Release offer letter
- Employee verification internal and coordination with external verification
- Issuing Appointment letter
- Update ATS

Vendor Management, portal management, policies making like LTA, Harassment policy, Buddy program, score card

Growel Softech Ltd

Duration: Jan 2012 to July 2012

Position: HR Executive(Recruiter)

Roles and Responsibilities

End to End Recruitment:

Getting Requirements from Clients

Understanding the Requirements of the Clients
Searching Resumes from Job Portals like Naukri, Monster etc
Short listing profiles based on skills, domain, qualifications & relevant experience
Sending Quality resumes to the client as per the requirement
Scheduling candidates for personal interview or telephonic interview.
Following up with the Candidates to attend the Interview.
Salary Negotiations
Follow up with selected candidates to confirm their DOJ
Preparing Daily Reports, weekly report & Monthly Reports. (MIS)
Handled all levels of Recruitment (Perm & Contract Staffing).

Clients

PWC, ESSAR, Amazon , Honneywell , Accenture , Cap Gemini, Panoramic, Persistent, KPIT Cummins, Finolex, Mahindra Satyam,etc.

Vacpic Technology Pvt Ltd

Duration: June 2010 to Dec 2011

Position: HR Executive(Recruiter)

Roles and Responsibilities

End to End Recruitment:

Getting Requirements
Understanding the Requirements
Searching Resumes from Job Portals like Naukri, Monster etc.
Short listing profiles based on skills, domain, qualifications & relevant experience
Sending Quality resumes to the client as per the requirement
Scheduling candidates for personal interview or telephonic interview.
Following up with the Candidates to attend the Interview.
Follow up with selected candidates to confirm their DOJ
Salary Negotiations
Preparing Daily Reports, weekly report & Monthly Reports. (MIS)

Clients

PWC, Sungard, IBM, Capgemini , Globallogics ,Fiserv, Volgainfotech, Gamcom, Zensar

Project Undertaken

Name of Company	:	Alkem Laboratory Ltd.,DAMAN
Topic	:	Identify Training Needs At Alkem Lab. Ltd, Daman
Project Duration	:	2 Months
Designation	:	Human Resource Trainee.
Department	:	Human Resource.

Alkem Laboratories Ltd. was founded in 1974. In the Top 300 Brands List of IMS, 13 of Alkem's brands are listed within. The Alkem product portfolio encompasses a No 1 in Cephalosporins. Alkem was awarded the prestigious "Best Company for Brand Building" award in the year 2006 at the Express Pharma Excellence Awards.

Industrial Visit

Royal Stung Butors, MALAYSIA
Gulliver Chocolate Company ,MALAYSIA
Mohata Textile Company, HINGANGHAT

The purpose of the visit is to acquire the practical knowledge of the corporate and to understand the working environment of the staff as well as the workers. To know about the product & its manufacturing & to interact with the employees.

Personal Details

Name	:	Priya Barde
Language known	:	English, Marathi, Hindi & Japanese (basic knowledge)
Passport No.	:	H3664707
Marital Status	:	Married

Declaration: -

This is to certify that all the above information given is true to the best of my Knowledge.

Date: -

Place: - Pune

Priya Barde