

**Swati Khot**  
**Delivery Manager**  
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**8329435088**

**CAREER OBJECTIVE:**

9 Years of experience in leading talent acquisition in high demanding and fast paced enterprise product SAAS & Scalable IT Service setup demonstrated experience in planning and handling end to end recruiting process in IT and Non IT requirement.  
Extensive hand on experience in Talent acquisition and building team from the scratch especially for B2B, SAAS Tech Start Up, and product companies.  
Involved in End to End Requirement process starting from sourcing to employees onboarding skilled in client relation ,requirement analysis, client development, Requirement gathering, Team Management Stake holder, Management.

**Work Experience-**

Alliance Recruitment Agency (Consulting firm) - Delivery Manager – Sept 2022 to June 2023  
People Strong (RPO) – Sr. IT Recruitment Specialist - Nov 2021 to August 2022  
Creative Techmarks Pvt Ltd– Sr. IT Recruiter/ HR Manager – Nov 2016 – Nov 2021  
AP InfoTech Pvt Ltd – IT Recruiter – March 2014 – November 2016

**Education-**

B.E (Computer Science) –RTMNU University– 2008 to 20013 – 60%  
Intermediate – Adarsh Vidya Mandir Jr. College – 2007 – 2008 with 66%  
SSC – Rajendra Convent – 2006 to 2007 with 64%.

**Professional Experience :**

**Alliance Recruitment Agency:**

**Delivery Manager**

**Responsibilities:-**

Managing recruiting for the technology and delivery role, identifying talent acquisition need for an upcoming product and working to build a core team  
Meeting the in house and client hiring need for both technical and non-technical professional and also managing offer negotiation ,onboarding induction and exit formalities.  
Owned complete recruitment life cycle from sourcing best talent across diverse source based on strategic annual hiring plan.  
leveraged employee referral direct sourcing, social media inbound application and vendors to source candidates for various position  
Employee branding to increase brand reach both internally and externally.  
Employee engagement and Grievances Handling.

**People Strong Pvt Ltd**

**Senior Recruitment Specialist**

**Responsibilities:-**

Handled complete recruitment life cycle understanding the requirement and job specification, sourcing, validating resume, preliminary interviews, salary negotiation, and offer process. Responsible for overall employment process including taking approval Developing JD based on input from the manager planning strategies resume screening and interviewing  
Maintain recruitment tracker ,prepared salary breakups offer negotiating offer roll out and performed all joining formalities.

Used effective source of hiring , job board, internal job posting ,employees referrals, social media hiring, campus hiring etc.

employee relations, new initiatives, employee engagement and grievances handling

setting up and implementation of policies and procedures

responsible for facilitating and supporting the HR activities of the unit thus ensuring that the unit archived the planned HR related activities.

## **Creative Tech marks**

### **Senior IT Recruiter**

#### **Responsibilities**

Responsible for gathering requirement from end client's implementations partner and tier 1 clients handling a team of recruiters, assigning work to the recruiters and fulfilling client's requirements by submitting best profiles.

Interacting with the clients on daily basis for new contract job orders, gathering detailed information, generate lead and understanding the client requirement and convey the same to the recruiting team and ensure quality submittals, converting all priority requirements on daily basis.

Follow ups with clients for feedback on every submittal and ensure each and every submittal goes to the end client creating dashboard report and updating information in data base

## **AP InfoTech Pvt Ltd**

### **IT Recruiter**

#### **Responsibilities**

#### **Sourcing Specialist/ Talent Acquisition Specialist – End to End Recruitment Cycle.**

Can handle the entire recruiting cycle - sourcing, screening, interviewing contract staffing,C2H and permanent/full-time staffing

#### **Requirement Gathering-**

To get in touch with the client SPOC in gathering the requirement.

Understand the requirements.

Attending the WebEx/ group call meetings for the understanding the job details.

#### **Sourcing & Screening-**

Sourcing the profiles with the correct key words from the Job Boards like Naukri, Monster,LinkedIn & other social networking sites.

Post the job details in social networking platforms.

Screening the profile with all the required skill mentioned the Job Description & details.

Verifying the Employment history, documents, Communication & interest for the opportunity.

#### **Shortlist-**

After screening uploading the profile in the dashboard & sending the confirmation Email to the candidate.

Once candidate acknowledges the email, processing the profile & submitting to the Account Manager/ Clients/ Delivery Manager directly/Technical Panel.

**Follow Up-**

After the getting the final shortlist from the Clients/Account Manager/ Technical Panel, scheduling the Technical Interview.

Scheduling Interviews – Face to Face/ Telephonic/ WebX /MS Team/Skype.

Coordinating between candidates and the interviewer till the interview get done.

Get in touch with SPOC & the interview panel for the feedback.

Providing follow-up correspondence to candidates on recruiting status via phone and email tracking.

**Selection-**

Updating the candidates about the selection & explain the joining process & cross confirming about his CTC & Date of Joining.

Dropping a confirmation email & request for the documents which are required.

After receiving the documents processing for the Background Check, once the BGV is Green releasing the offer letter.

**Onboarding-**

After releasing the offer frequently getting in touch & engaged with the candidates Via Calls/Emails/Chats till they get On Boarded.

**IT Skill Set Supported-****Past Experience – Client – Outsourcing**

Teradata, Informatics, Data stage, ETL Developer, Qlikview

Mainframes- Cobol/JCL/DB2/IMS DB

Dot Net with MVC/Azure/WCF/WPF/SQL Server+Windows

Java with Micro services/WCF/WPF/Spring Boot

Perl Developer/Python Developer/SFDC Developer

Mobile Testing/Manual Testing/Automation Testing/Selenium Testing

Full Stack Developer/ Frontend Developer/Angular.js/React.js

MSBI Developer SSIS/SSRS/SSAS

SQL DBA/Teradata DBA/Oracle DBA

Big Data Developer, Micro Strategy (Dev./Admin), Talend Engg, Data Platform Engg, AWS with python, React JS, UI/UX Dev/Amin, snowflake developer, Tableau Developer.

**Clients-**

Infocepts Technology Pvt Ltd, Lumen, Tata power, Nelson, Siemen, Ingram Micro, Nighthack Technologies, Performance I/O, Avalon tribe, Tuebora Pvt Ltd, Cloudicia Pvt Ltd, Saras 3D, Accunox, Bros Labs, H code Technology, Synoups Solution, Decision Plus, Lingel learning, Zord IT ,Endue Technology, Decision Nxt, Techmahendra, Kaar Technology.

**Campus Hiring:-**

Maintain the connections with the colleges & Deemed Universities.

Sharing the requirement details to the college concern.

Organizing the campus hiring along with the Technical Panel.

**Strengths-**

Self-Motivation

Quick Learner

Positive Attitude

Hard Working

Sincere & Honest

Target Oriented Professionally & Personally

**Personal Details-**

Name – Swati Khot

Gender – Female

D.O.B – 18<sup>th</sup> May 1990

Marital Status – Married

Current Location – Ahmadabad

Languages Known – Hindi, English, and Marathi. German (Beginner)

**Swati Khot**

**Date:**