**Priya Barde**

Mobile No : +91-7722003112

E-Mail :priyakhedkar03@gmail.com

**Summary**

 5+ years of experience in IT recruitment. I have work on various technologies like Java, Testing, Dot net, various modules of SAP, Oracle, Informatica,PHP,Angular etc I have deep understanding of technologies. I have work on all levels of recruitment.

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**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

**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**

**Currently working with SmartCloud Infofusion as a Talent Acquisition Specialist from Jan 2021 to till date**

**Roles and Responsibility**

End to end recruitments

Vendor Management

Data Management

Reference check

* **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
* Searching Resumes from Job Portals like Naukri, Monster, Times job etc. and social 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**