# Kanika Pandey

⯁ NOIDA ⯁ 9810828305 ⯁ kanikabhatt1990@gmail.com

**Summary**

Human resources professional with a proven and consistent track record of professional achievements. Having **6+ Years of experience** in the field of IT Recruitment spanning across the functions of Staffing, Performance Management, Talent Management, Relationship Management, Compensation & Benefits, Employee Relations and Employee Engagement

**Skills**

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| --- | --- | --- |
| * HR (Human Resources)
* IT recruitment
* Bulk Hiring
 | * Screening & Sourcing
* Head Hunting
* HR policies
 | * Employee Relation
* Training & Development
* Campus recruitments
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**Professional Experience**

**RnF Technologies — NOIDA**

**Sr. Exe Talent Acquisition** Jan 2020– Present

* Work with hiring managers, panel members, and other internal team members to coordinate the recruitment and hiring of the new employee.
* Develops creative sourcing techniques in getting extraordinary talents.
* Conduct screening, testing, and preliminary interviewing of potential candidate.
* Lead the hiring flow and recruitment process viz. schedule interviews, extend job offers, and finally brings in talent onboard.
* Ensure any position is asap
* Represent the company in job fairs, recruiting events, and campus drives
* Assist in crafting job postings and employment ads
* Coordinate employee engagement activities, and other HR operational tasks..

**Optimal DigiTECH INDIA PVT LTD — NOIDA**

*Optimal virtual employee*

**Sr. HR – IT,** Feb 2018– Dec 2019

* Responsible for the External hiring of  Infra and software Division.
* Taking care of end to end recruitment cycle for PAN India roles.
* Built applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites.
* Continually communicated and kept contact with Directors/Managers for positions to be filled.
* Created candidate slates to present to Hiring Managers
* Determined applicant qualifications by interviewing applicants
* Determined applicant requirements by studying job description and job qualifications
* Developed and maintained key networks to assist in recruitment strategies and partnerships
* Established recruiting requirements by studying organization plans and objectives
* Evaluated applicants by discussing job requirements and applicant qualifications with managers
* Gathered competitive intelligence, industry trends, and labor market conditions and created search strategies based on findings
* Generated reports and data for special projects, new proposals and general corporate information
* Identified, attracted and hired highly skilled candidates across multiple functions
* Maintained Job Descriptions and Organization Charts/internally and externally
* Maintained a consistent network and pipeline of talent
* Managed the presentation, selection, offer, negotiation, and closing involved in full lifecycle recruiting
* Met with managers to discuss business and head count needs
* Partnered with Talent Management to identify and manage internal key talent to increase internal mobility company-wide
* Prepared candidates for interviewing with specific hiring managers by providing detailed information on the company
* Provided organization information, opportunities, and benefits
* Provided prompt, accurate, and courteous service in *accordance with policies and procedures*

**Optimal Transnational Pvt Ltd — NOIDA**

*Optimal Transnational Pty Ltd.*

**Sr. HR – IT,** November 2015 till Feb 2017

* Analysis, Planning & forecasting the resource requirements & fulfilling the open positions thru' internal availability, contract hiring, external hiring etc.
* End to end IT and Non IT recruitment.
* Oversee the activities of planning, budgeting of sourcing, vendor management, maintain records, mapping, headhunting & conducting interview for employees.
* Developing processes, procedures and strategies to improve and streamline the recruitment process
* Mentoring new joinee in the team

**Apex technology group inc. — NOIDA**

*Apex Technology group India Pvt. Ltd.*

**Recruiter (IT and NON IT),** August2014 November 2015

* Core HR End to End Recruitment / IT recruitment.
* Involved in the full life cycle of recruitment process from getting the requirements to final closure.
* Screening the resumes from internal database and job-sites.
* Short-listing the candidates based on the requirements.
* Preliminary telephonic interview and first round interview conducted to judge the suitability.
* Follow up to ensure their timely joining in the organization.
* Issuing offer letter, appointment letter, confirmation letter, relieving letter, transfer letter, promotion letter & increment letter.
* Maintaining trackers like- attrition and active employees.
* Conducting the exit interviews and doing exit analysis.
* Documentation: Collecting relevant documents from the candidates, getting their employment application forms, interview forms, background verification form and the salary fitment form to initiate the offer process.

**INFO EDGE INDIA LTD** **— NOIDA**

*firstnaukri.com (Division of Naukri.com),*December2011 March 2014

**Sr. Executive Campus Recruitments**

***Job Responsibility:***

* Managing entire recruitment process and lifecycle, including prescreening , initial assessment, interviews
* Developing Business by providing end to end solution to the client - client management - product onboard - suggesting ways and measures to improvise their traditional method of campus hiring
* Branding Initiatives
* Managed the campus recruitment and selection process for all premier B - Schools and Engineering colleges - Building entire campus engagement program

**Education & Certifications**

**BHarti Vidyapeeth Deemed University**

**Executive MBA,** 2016

**Sikkim Manipal University**

**Bachelor of Computer Application (BCA)**, 2011

**12th (C.B.S.E),** 2007

**10th (C.B.S.E),** 2005

**Honors & Awards**

* Awarded by DENA Bank for being top five students in School.
* Secured 3rd position three times in a row in CBSE state level Table Tennis tournaments.
* Got an appreciation letter & certificate from British Telecom.
* Holds certificates and awards for debate and poem competitions

**Personal details**

**Name: Kanika Pandey**

**Husband’ Name: Mr. Puneet Pandey**

**Date of Birth: 14 July 1990**

**Language: English and Hindi**

**Marital status: Married**

**Declaration**

I hereby state that the information provided above is true to the best of my knowledge and belief.

 Date: Kanika Bhatt