Sheetal Saniyal

E-mail: sheetal.saniyal93@gmail.com
Phone: 7042928089

CAREER OBJECTIVE

Aspiring to work with an organization, which throws continuous challenges and provides opportunities for individual growth in highly motivated team environment. To implement my ideas and skills for the benefit of the organization and to work.

Technologies hired on

Big Data	Hadoop, Hive, MapReduce, apache, spark
Mean Stack/Frontend	MongoDB, Angular.JS, Node.JS, JavaScript
Integration Engineer	Manual, Automation, Linux, Selenium, Networking
Fullstack Developer	Angular.Js, React.Js, Java/.net, jQuery, HTML 5, CSS 3
Front End	Angular.js, React.js, JavaScript, jQuery, HTML, CSS
Backend/Web Technology	Java, J2ee, EJB, JSP, Asp.net, JavaScript, Spring, Rest Web services, PHP, MVC, hibernate, DS, Algo, Webrtc
Software Testing	Manual, Automation, Performance, API, Python.
ITGC	ITGC, IT Audit, SOX, SOC, SAS, Internal Check, Internal reference
IOS Developer	IOS, Objective-C, Swift, Unit Testing
System Administration	UNIX Shell scripting, Linux, Windows and Virtualization, Cloud Admin, Citrix, VMware, VCenter, Exsi, Linux Administrator.
Non-IT Profiles	HR Recruiter, Finance Executive, R&D Executive, Office Admin, Internal Auditor, Statutory Auditor

PROFESSIONAL EXPERIENCE SUMMARY

Sr. Executive- Human resources   **SysMind Tech Pvt Ltd**   **Since July, 2018**

SysMind, LLC provides information technology services and solutions, and consulting services. Our services also include software development, business intelligence, consulting, architecture, enterprise quality, content management, integration, enterprise application integration, quality assurance services, and Web applications. Our US clients are from following fields - financial services, investment banking, life sciences, healthcare, telecom, manufacturing, technology, as well as various federal, state and local US government agencies. SysMind LLC, the company was founded in 1999 and is headquartered in Princeton Junction, NJ, USA.

Responsibilities:

Recruitment & Selection
- Handling end-to-end recruitment.
- Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing clients.
- Identifying and using different channels (ad postings, portals, referrals) for sourcing resumes.
- Responsible to end to end recruitment for mid and senior level hiring for regions and corporate.
- Managing end to end coordination with candidates and Team Lead.
- Taking feedback after interview.
- Sourcing using various channels like Naukri and LinkedIn.
- Manpower Planning in coordination with the respective Departmental Heads
- Conducting preliminary round of interviews, Short listing and Selection of Candidates.
- Preparing CTC Structure
- Release offer letter or joining letter of the candidates
- Salary negotiations, fixation of Designation, Salary.
- Reference Check as well as Background verification of all the employees.

Joining Formalities & On-Boarding:

- Responsible for new joiner's documentation.
- Maintaining employee database in excel and Software.
- Issuing employee codes for the new joiners.
- Preparing and issuing the Offer, Appointment Letters
- Arranging systems, workstations and necessary infrastructure.
- To provide Employee Manual to the new joiners.
- Maintaining personal files of the employees.
- Sending welcome mail about new joiners throughout the organization.

Induction:

- Handling Induction, explaining job duties, employee benefits.
- Explaining the code of conduct, the company procedures & policies.
- Make the candidate understand the organization in terms of Mission, Vision, Objective & its business.
- Training regarding POSH and EEO.

Other Activities:
- Responsible for Vendor Management.
- Hands on experience in Excel.
- Preparing Monthly MIS.
- Carrying out Exit formalities like exit interviews, issuing relieving letters and experience certificates.
-

Highlights:

- Pipelined over 20 candidates at a time and hired in house 7+ candidates every month
- Attracted applicants by placing job advertisements; contacted recruiters, newsgroups, job sites and various channels such as reference, companies own database, job portals such as Monster, Naukri and networking tools such as LinkedIn
- Conducted Drives, Walk-ins & HR interviews to check the candidate suitability for the requirement
- Generated statistical reports such as new joinees status, on-boarding status, benefit eligibility, employee benefits and so on
- Rated as consistent top performer in hiring & placement on given time period and fulfilled the position as required
- Conducted off Campus drive.

EDUCATION DETAILS

Year	Degree/ Course	Institution/ University
2014	B.Com	Delhi University , Delhi
2011	XII	Sant Nirankari Sr. Sec. School. Delhi
2009	X	Sant Nirankari Sr. Sec. School, Delhi

PERSONAL DETAILS

- Date of Birth: 1st Nov, 1993
- Languages Known: English, Hindi, Nepali and Punjabi
- Address: H. No-823, F Type Flat, Timarpur – Delhi - 110054