

Ms. Swati Gautam

- (+91)9521613953
- swatigautam248@gmail.com

Professional Synopsis

Dedicated and results-oriented HR Professional with a versatile background encompassing 3 years of experience in recruitment, client management, and HR executive roles. Proven success in team leadership, client relations, and end-to-end recruitment processes. Seeking a challenging position to leverage my skills and contribute to the growth of a dynamic organization.

Work Experience

Managing the complete Recruitment life cycle for sourcing the best talent from diverse sources after the identification of manpower requirements.

HR Executive at Versatile Prime Infosoft Pvt. Ltd. (From April 2023 to tilldate)

- Handling HR operation work with internal hiring for In- house projects (Campus hiring, Technical hiring for internal project) and managed payroll processing.
- Lead end-to-end recruitment process, including sourcing, screening, and interviewing candidates for various positions. Successfully placed 30+ candidates in key roles, contributing to the growth and success of the organization.
- Maintaining database of potential technical candidates for current and future openings.
- Implemented streamlined onboarding processes, resulting in increased employee satisfaction and retention.
- Conducted regular training sessions for employees to enhance skills and knowledge, ensuring compliance and awareness.
- Coordinating with external agencies for hiring.
- Managed employee relations, resolving conflicts and addressing concerns in a timely and effective manner.
- Collaborated with management to develop and implement HR strategies aligned with organizational goals.
- Drive employee engagement initiatives, fostering a positive workplace culture

Consultant at Spectrum Talent Management (From Nov 2022 to March 2023)

- Spearheaded recruitment efforts for IT & Non-IT positions for all levels. Process Worked for both Permanent and Contractual position and portal used for sourcing profiles were Naukri, LinkedIn, X-ray search, Indeed.
- Responsible for talent development, mapping activities, working with **Talent Recruit** ATS for tracking candidates, planning hiring strategies. Maintaining Talent data.
- Worked on both Permanent and Contractual roles.
- Clients I worked for Like EY, Wipro, Mindtree, WNS Global, Bristlecone, NEC Corporation, BDC Info, Tech Mahindra for both IT and Non-IT profiles.
- Built and maintained strong client relationships, becoming a trusted partner in talent acquisition. & strong relationships with hiring managers and department heads to understand staffing needs.
- Utilized various sourcing methods, including job boards, and social media to attract top talent.
- Conducted initial interviews and assessments to ensure a qualified candidate pool for open positions.
- Client-side Recruitment Specialist

Talent Acquisition Associate at AG Technologies Pvt. Ltd.(From July 2021 to October 2022)

- Handled end-to-end recruitment processes for both in-house and client positions.
- Assisted in the development and implementation policies and procedures for recruitment team
- Managed candidate pipeline and database, ensuring accuracy and compliance with required JD.
- Taking Induction & completing joining formalities of new joiners.
- Salary Negotiation, Headhunting, Screening the resumes, scheduling interviews, regular follow up and processing offer letter.
- Worked on both Permanent and Contractual roles.
- Coordinated employee engagement initiatives, fostering a positive and inclusive workplace culture.
- Provided administrative support to the HR department, including scheduling interviews and handling documentation.
- Managed a recruitment team of 8 members, providing leadership and guidance to achieve team goals.
- Acted as an **Account manager**, overseeing client relationships and ensuring service excellence.
- Played a pivotal role in team development and training initiatives.
- Worked for multiple Clients Like IBM, EY, HCL, TCS, Wipro, Mindtree, WNS Global, Persistent, Coditas, Mastek, CG Global, Yes Bank for both IT and Non-IT profiles.
- Well versed with using Job portals like Naukri, LinkedIn, Shine, & X-ray search. Documenting interaction flows, outreaching prospective candidates, and screening results through acquisition metrics. Job Posting & Volume hiring, Bulk Mailing. Maintaining daily/ weekly/monthly reports such as interview status reports, closure reports & feedback reports.

Technical Skills

- Recruitment and Talent Acquisition
- Client Management
- Team Leadership
- Communication and Interpersonal Skills
- Employee Relations
- Onboarding and Training
- HR Policies and Compliance
- Conflict Resolution
- Organizational Development
- Time Management

Internship Details

- Completed Internship of 45 days at Vardhan Consulting Engineers in Finance modelling and analysis.
- Prepared financial model on 50 Residential Flats for sale
- Completed 2 months internship in HR at Aviyana Ventures

Certifications

- NPTEL Certification in Principle of Human Resource Management
- Certification in “Changing contours of Human Resource Management” Seminar in 2019
- Certification course by CFI (Corporate Finance Institute) in Excel

Education Details

P.G.

MBA/PGDM(HR/Finance)2021

Sangam University

U.G.

B.Com(Commerce)2017

MeerutCollege,CCSUniversity,(Meerut)

Cleared IPCC group 1 in November 2016

IT Skills

- Operating System: Windows XP, Windows 7
- Packages: MS Office,
- Certificate: MS-Excel, Tally, RS-CIT(2018)