

**Nidhi Srivastava**  
**Bangalore, India**  
**9599143394**  
**nidhi.kgec82@gmail.com**

### **CAREER OBJECTIVE**

My Career Objective is to work in an Esteemed Institute so that I can enhance my knowledge and give my best for that Institute and to be an astute learner and the best performer in an Organization talent. I am looking my career in Human Resources Field.

### **EDUCATIONAL QUALIFICATION**

<b>Degree</b>	<b>College</b>	<b>University/Board</b>	<b>Year of Passing</b>	<b>Percentage</b>
PGDM HR	Symbiosis Centre of Distance Learning Pune	SCDL	Dec 2019	Pursuing
B.Tech (ECE)	Krishna Institute of Technology Kanpur	UPTU/ AKTU	2016	79
Intermediate	S.G Public School Varanasi	CBSE	2011	85.2
High School	S.G Public School Varanasi	CBSE	2009	91.6

### **TECHNICAL SKILLS**

- Corporate Recruitment
- Training and Development
- Employee Engagement Activities
- Full Cycle Recruitment
- Sourcing
- Vendor Management
- Interviewing
- MS-Office (MS-Outlook, Word, PowerPoint etc.)
- Internet Recruiting
- Technical Recruiting
- Screening
- Applicant Tracking System
- Benefits Negotiation
- Networking.
- C Language Programming

## **PROFESSIONAL EXPERIENCE**

### **Experis IT- Manpower Group, Bangalore India March 2019- Present Corporate HR**

- Experis is part of ManpowerGroup, <sup>TM</sup> the world leader in innovative workforce solution. We are one of the Fortune 150 Companies.
- Leading in the workforce solutions; creating and delivering services that enable its clients to win in the changing world of work.
- We deliver skilled permanent IT professionals to fit your business, including: Application Developers, Business Analysts, Project Managers, CIOs and CTOs.

## **Role and Responsibilities:**

- Creating and placing job posts to visiting job fairs to find the right candidate and Overseeing hiring process, which includes coordinating job posts, reviewing resumes.
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints etc.
- Processing all personnel action forms and ensuring proper approval
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks, support the development and implementation of HR initiatives and systems
- Responsible for the US IT Recruitment team Training and Development.
- Taking care and Managing their Day to Day Activities.
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements
- Preparing or updating employment records.
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Processing all personnel action forms and ensuring proper approval.
- Conducting training sessions
- Administering on-the-job training programs
- Evaluating the effectiveness of training programs
- Maintaining records of employee participation in all training and development programs

**Associate Recruiter - July  
2016- September 2018**

**Artech Information System July 2016- Feb 2019  
Technical Recruiter- October 2018- Feb 2019**

- Artech employs over 7000 industry professionals supported by over 25 national and global locations
- Staffing individual talent (IT, engineering, professional, scientific, clinical)
- Deploying teams for the execution of project

- Delivering statement of work (SOW) resources and management for defined scope of services Managing staffing vendors and suppliers

### **Role and Responsibilities:**

- Involved in End to end recruitment, understand full RLC, Handle Contractual, Contract to hire and
- Full time positions.
- To understand client requirements and sourcing the suitable candidates for different positions.
- Sourcing and Screening the resume with in the time frame.
- Responsible for scheduling Interview and coordinating with them.
- Identifying suitable candidates quickly for client submission, screen candidates, coordinate interviews, and complete relevant documentation.
- Recruiting via Internet job boards (LinkedIn, Monster, Dice, Career builder, Bullhorn ATS
- Direct phone sourcing, vendor network and referrals and expanded Internet sourcing.
- Hands on experience on Corp To Corp, W2/Hourly and W2 Salaried
- Working Knowledge US VISA TYPE - F1, TN, L2, H 1b, etc.
- Worked on Field Glass and Beeline - Vendor Management System
- Maintain good relationships with Vendor as well as candidates.
- Build candidates database utilizing Internet recruiting tools & Referrals.
- Hands on MS Outlook, Word, PowerPoint, Excel

Clients: we work with more than 60 Fortune 500 clients like Google, Microsoft, HCL, HP, Accenture, Kaiser Permanente, IBM, Intel, Qualcomm, Sprint, Boeing etc.

### **PROJECTS**

#### **MINI PROJECT**

Title : 555 Timer Circuit and Power Supply Circuit.  
Team Size : Individual

#### **INDUSTRIAL TRAININGS/WORKSHOPS**

Organization : Aord-E-Network, Kanpur.  
Duration : 10 June 2015 to 31 August 2015,  
Description : Networking And its various modules like Switching and Routing System containing any combination of computers, computer terminals, printers, audio or visual display devices or telephones interconnected by telecommunication equipment.  
Organization : Krishna Girls Engineering College, Kanpur  
Description : C Language Training, and Basic Electronics Workshop (555 Timer Circuit and Power Supply Circuit).

### **INDUSTRIAL VISITS**

Industrial Visit to Advanced Level Telecommunication Training Centre (BSNL), Ghaziabad 2014

Objective: To obtain a detailed and live demonstration of various stages of Networking. A System Containing any combination of computers, computer terminals, printers, audio or visual display devices or telephones interconnected by telecommunication equipment or cables,

#### **EXTRA- CURRICULAR ACTIVITIES**

- Winner in an event 'Word War' in Inception 2014 held in college.
- Winner in an event 'Just A Minute' in Inception 2013 held in college.
- Winner in Inter School Debate Competition in 2011.

- Winner in 'Balance Race- in Sports Day held in School.
- Participated in Cultural Fest in Inception 2014 held in college.
- Winner in 'Mathematics Quiz' Contest held in School in 2009.
- Got 'AMU L VIDYA SHREE AWARD' for being in Top Ten Student in an Exam at National level Held by AMUL in 2009.

## PERSONAL DETAILS



Date of Birth : 18/03/1994  
Father's Name : Mr. Ashok Srivastava  
Mother's Name : Mrs. Sarita Srivastava  
Gender : Female  
Languages Known : English & Hindi  
Hobbies : Dancing. Listening to Songs and Watching Movies  
Strengths : Confidence, Positive Attitude, Optimism and Self-Motivation  
: H. No-336, Shahkuti, Mughal Sarai, Chandauli, Varanasi, Pin-232101,  
Permanent AddressU.P

## DECLARATION

I hereby declare that the above-mentioned information is true to my knowledge and I bear the responsibility for any incorrectness, if found in the above data

Date : Apr 23, 2019

Place : Bangalore