

# Harshita Rawat Associate

## Contact

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## Certifications

**UGC – NTA NET** in Labor  
Welfare/HRM – 06-2019.

**UGC – NTA NET** in Labor  
Welfare/HRM – 12-2019

2019 – Certificate in CCC

2017- Certificate of Internship  
from Britannia Industries Limited,  
Delhi

2017- Career Orientation  
Workshop by **JNICS** & **BHU** on  
the topic Corporate Social  
Responsibility (CSR)

2016- 5<sup>th</sup> National Conference on  
Current Human Resource  
Management Practices  
2015-completed course **Vidya  
Office 2007-Level 1** of 40 hours

Associate (HR) focuses on developing effective recruitment strategies and candidate pipelines to meet company employment needs. Leverages traditional and online methods or tools to bring in top talent. Skilled at reviewing and pre-screening applicants, setting up employer interviews preparing feedbacks and background verification.

## Work History

**Associate in MI10HR-** March,2022- Till date

- Sourcing through various means head hunting, cold calling, referencing, internal database, job sites etc.
- To constantly build the database of candidates.
- To participate & conduct activities in the pre-selection process for candidates. These activities would include screenings, testing, reference checking, interview coordination etc.
- To maintain and record written correspondence of all candidate and client interface.
- To maintain MIS on candidates.
- To manage all other functions in candidate management.

**IT Recruitment- Coordinator in Accenture** - July,2021-March,2022

- Accenture as a Third Party Payroll, Payroll Company is K Group Technologies.
- Handling cases of Technical/Non Technical Profiles.
- Source candidates from Naukri.com or screen, shortlist candidates from Accenture's job portal.
- Sourced and selected applicants for technical/non technical positions within company.
- Pre-screened resumes prior to sending to corporate hiring managers for consideration.
- Coordinate with Interviewers, candidates, schedulers, Alternate Panels during Interview process to nullify process lags.
- Update data on real time basis on several tools of Accenture.
- Sharing Online Assessment links and coordinating with Technical Team and Candidates to avoid Technical glitches.
- Aided colleagues, managers and captains through regular communication and assistance.
- Solving day-to-day queries, technical glitches, reneges of candidates, panels on real time basis.
- Educated, advised, coached Panels in updating feedback.
- Reviewed valid ID proofs, documents for accuracy and completeness.
- Tracked candidates and pushed for feedback on disqualifications, time-to-fill statistics and other variables.
- Managed filing systems for electronic and hard copy documents to keep organized records.
- Searched computer databases, education details, employment details, company details or other resources to locate persons or to compile information for Background Quality Check.
- Analyse and check Rag List of companies- Tier- 1 to Tier-3.
- Provide training to the new joiners.

**Recruiter in Trivium Education Services Pvt. Ltd** - May 2021 - July 2021

- Handling recruitment for Entry to Middle level (Non-IT) for Lateral and Bulk hiring.
- Create and approve Job Descriptions for posting and mass mailing in Naukri.com/LinkedIn.
- Source candidates from Naukri.com and various portals by Post a Vacancy, Mass Mail and database search.
- Attracting, sourcing, short listing candidates on Naukri.com/LinkedIn/Internshala.
- Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates.
- Coordinated in Interviewing candidates and conducted background checks and verification and collected documents.
- Coordinating with the new joiners and trainers in the orientation and training session.
- Compiled and produced qualified candidates' information for hiring manager review and liaised between parties to coordinate formal, management interviews.

## Internship

**HR Intern| Britannia Industries Ltd** - June 2017 - August 2017

- Screening, sourcing, short-listing from Naukri.com/LinkedIn.
- Cold- Calling and telephonic interviews.
- Maintained relationships with personnel using strong collaboration and teamwork skills.
- Created and updated tracking spreadsheets using [MS EXCEL].
- Developed strong written and verbal communication skills.
- Maintained thorough understanding and knowledge of hiring practices, recruitment strategies and staffing industry trends.
- Liaised with hiring managers to develop and implement strategies to source and recruit

## Skills

### Pre-screening

### Excel spreadsheets

Abacus Tool

Mettle Tool

MIS

Tech/Non-Tech Recruitment

Employment law knowledge

Database creation

Skilled in [CCC]

Microsoft Office

Good listening skills

Flexible & Adaptable

Naukri.com Portal

IT Market understanding

Talent Management

## Language

English

Hindi

## Hobbies

- Travelling & exploring
- Meeting new people
- Listening to music & dancing
- Playing badminton

top talent.

- Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency -HR Audit.
- Survey with Questionnaire and Personal Interviews with new joiners (TSI Sales MT/GT).

## Education

### 2016-2018 Master in Personnel Management and Industrial Relations

Banaras Hindu University, Varanasi  
CGPA – 8.22

### 2012-2015 B.com (Hons)

National P. G. College, Lucknow  
Percentage - 64.05%

### 2012 12<sup>th</sup> : Commerce

Kendriya Vidyalaya IIM Lucknow  
Percentage - 65%

### 2010 10<sup>th</sup>

Kendriya Vidyalaya IIM Lucknow  
Percentage - 70.30%

## Additional Information

- Won **Employee of the Month Award** for excellent performance in the month of November- 2021
- Extra Curricular Activities - MS-EXCEL from Beginner to Advance – **Udemy**.
- Participated in webinar **SHRM - Thriving with Emotional Strength: CHROs boardroom agenda Confirmation & Role of HR in Consumer Product Industry – 2021 & Beyond Confirmation**.
- **Rehabilitation Society of the Visually Impaired (RSVI)**- Online services voice over for books and competitive examination from 1/April/2021– Till date.
- **SAAVI Welfare Society- Internship- Volunteering in** Social/welfare & awareness campaigns from 24/02/2019 to 13/03/2022.
- Participated as a Class-Representative in organizing **Alumni Meet-2017 at BHU**.
- Participated as a Class-Representative in organizing **Alumni Meet-2016 at BHU**.
- Participated and secured **2nd position** in Group Song in **Inter-House/ School Competition**.
- Cleared **Pravesh & Pratham Sopan in Bharat Scout Guide 2006-2008**.
- Worked as a **Guide Captain in Bharat Scout Guide 2007-08**.
- Participated in **Cancer Awareness cum Sponsor Programme** of the **Cancer Aid Society** in tune with the guidelines of the **WHO**.

Harshita Rawat