

VANIKA MAHAJANE-mail: vanika10mahajan@gmail.com

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CAREER OBJECTIVE

To secure a level position with a growth-oriented organization, where I can utilize my potential and learn new skills for the advancement of the organization, my professional growth and expand my management abilities.

ACADEMIC RECORD

Course (Stream)/ Examinations	University	Passing Year	Performance
PGDM-Human Resource Management	NMIMS (Mumbai Campus)	2022	74%
B.A. Sociology	University of Delhi	2016	63.25%
12 th	Bal Bharati Public School, Noida	2013	90.25%
10 th	Bal Bharati Public School, Noida	2011	7.4 CGPA

PERSONAL STATEMENT

Total experience of 4.11 years in IT Recruitments and HR Related activities. I am a loyal and trustworthy employee with the ability to achieve tasks when working alone or as part of team.

PROFESSIONAL EXPERIENCES**BARCLAYS****Coordinator- Recruitment Administrator (May 2024 to September 2024)**

- Review, progress, and disposition candidates in Taleo, ensuring accurate status updates and compliance with recruitment workflows.
- Participate in recruitment briefing calls to understand hiring needs and role requirements, enabling effective coordination with recruiters and hiring managers.
- Ensure accurate and up-to-date candidate statuses across recruitment platforms.
- Upload required documentation (e.g., offer letters, assessments) to maintain audit compliance.
- Schedule and confirm interviews between candidates and hiring teams.
- Assign and monitor SHL assessments or other candidate evaluations for appropriate roles.
- Ensure timely feedback collection and follow-up on interviews and assessments
- Assist in sourcing and screening potential candidates to ensure alignment with job specifications and organizational needs.
- Assist in coordinating bulk or high-volume hiring activities, especially during system cut-over or migrations.

ADEPTIA INDIA PVT LTD**Sr. HR Executive (September 2022 to November 2023)**

- Coordinating for day-to-day activities related to Recruitment like follow-up Calls to Candidates, updating HRIS, sending out e-mails, scheduling Interviews with Technical Panels.
 - Screen candidates by reviewing resumes and job applications on various portals like Naukri.com, LinkedIn, Monster.com, HIRIST etc. and performing phone screenings to analyze applicants' abilities.
 - Act as a point of contact and build influential candidate relationships during the selection process.
 - Organizing games and activities as part of the employee engagement programme.
 - Organizing Knowledge Sharing Sessions for employees.
 - Involved in rolling out offers, offer negotiation, breakup of CTC etc.
 - Working on Promotion and Confirmation of employees.
 - Creating MIS Reporting related to HR Data.
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- Drafting e-mails for Internal Communication to employees.
 - Grievance Redressal and providing appropriate solutions.
 - Performing all joining related formalities, checking documents and conducting HR Induction on the day of joining.
 - Ensuring Exit Formalities and taking exit feedback and maintaining records.
 - Worked on hiring candidates for Technology Stack like AI, Python, C#, .Net, ASP.Net, Java Backend development, Machine Learning, Deep Learning, SQL, Oracle Performance Testing, Manual Testing.

GRAPECITY INDIA PVT LTD**Member – Recruitment (May 2019 – September 2022)**

- Coordinating for day-to-day activities related to Recruitment like follow-up Calls to Candidates, updating HRIS, sending out e-mails, scheduling Interviews with Technical Panels.
- Screen candidates by reviewing resumes and job applications on various portals like Naukri.com, LinkedIn, Monster.com, HIRIST etc. and performing phone screenings to analyze applicants' abilities.
- Assess applicants' relevant knowledge, skills, experience, and aptitude.
- Coordinate with managers regarding the interviews, collect feedback from them and accordingly move ahead.
- Taking first-level Video Call Interviews of Shortlisted Candidates for various Positions.
- Handled Campus Recruitments, contacting various campuses, conducting online tests, handled queries related to Campuses, conducting their interview process, and communicating results.
- Act as a point of contact and build influential candidate relationships during the selection process.

INTERNSHIPS/CERTIFICATIONS

- Completed 1 month of Internship in HCL Technologies Ltd in HR Department.
- Completed Competency Based Interviewing Skills Training from IHRD.

LANGUAGES KNOWN

English and Hindi

COMPUTER PROFICIENCY

Knowledge of MS OFFICE

SOFT SKILLS

- Good communication and presentation skills.
- Keen listener and a firm believer of teamwork.
- Result oriented, decisive leader with good practical judgment.
- Ability to learn organizational software quickly and efficiently.

PERSONAL INFORMATION

- **Hobbies:** Reading and listening to music, Travelling.
- **Date of Birth:** 10-June-1995
- **Address:** New Delhi