

RIDDHI BHARADWAJ

Jaipur, India 302017

9166786483

riddhi.bharadwaj@gmail.com

PERSONAL SUMMARY

Experienced Human Resources Professional with a demonstrated history of establishing productive collaborations with renowned institutions and managing comprehensive recruitment processes. Proven expertise in training and placements, maximizing employment opportunities through strategic partnerships, and facilitating professional interactions to enhance practical exposure. Adept at coordinating large-scale events, managing complaints with clear communication, and spearheading CSR initiatives. Career goal includes leveraging extensive HR experience to drive organizational success and foster industry-academia partnerships.

EXPERIENCE

HR RECRUITER (CAMPUS), 03/2022 - Current
Metacube Software Pvt Ltd., Jaipur, Rajasthan, India

- Established productive collaborations with renowned institutions nationwide to source promising newcomers.
- Managed comprehensive recruitment processes across multiple institutes to meet organizational needs.
- Strengthened partnerships through effective management of joint programs and initiatives.
- Using tailormade network interface to scheduling the interviews and maintaining the proper records of each process
- Coordinated processes to ensure seamless execution of GET training and orientation.
- Supervised daily record-keeping for issued offer letters during trainee training sessions.
- Spearheaded CSR initiatives such as Svadharma and SBSP Foundations, ensuring seamless execution.
- Established collaborative efforts with school personnel and IT department to address required objectives.
- Directed logistical arrangements for client engagements with CSR programs.
- Managed large-scale traditional festivals ensuring seamless execution and coordination.
- Collaborated with team members to achieve target results.
- Managed complaints with calm, clear communication and problem-solving.
- Picked up additional tasks to aid team success.
- Demonstrated consistent hard work and dedication to achieve results and improve operations.

TRAINING & PLACEMENT OFFICER, 02/2015 - 03/2022
Anand International College of Engineering, Jaipur, Rajasthan, India

- Maximized employment opportunities for candidates through strategic partnerships.
- Strategized placement planning to ensure coordinated and organized internship and final placement activities.
- Prepared annual updates for Placement Strategy documents ensuring compliance with current needs and obtained Competent Authority approval.

- Managed candidate recruitment and coordinated campus drive engagements.
- Facilitated frequent professional interactions to enhance practical exposure.
- Facilitated internships, training sessions and skill development programs for engineering graduates' technical growth.
- Ensured smooth interactions with corporate partners by maintaining open channels of communication.
- Collaborated with Institute Leadership, Faculty and Marketing team to foster Industry Academia partnerships.
- Streamlined processes to ensure efficient execution of recruitment initiatives.
- Cultivated brand identity by comprehending companies, showcasing institute profile, and liaising with various industries.
- Analyzed outcomes post-task completion to identify improvement opportunities.
- Managed coordination of diverse institute functions.
- Assessed training needs of individuals and organizations and helped set up programs to meet needs.

HR EXECUTIVE, 07/2013 - 01/2015
The Fern- An Ecotel Group, Jaipur, Rajasthan, India

- Executed recruitment sourcing through portals and referrals.
- Assessed candidates based on their experience in previous industries.
- Communicated with job applicants regarding employment consideration.
- Developed recruitment programs by consulting with department heads about personnel requirements.
- Managed full recruitment cycle from sourcing to onboarding.
- Crafted engaging job advertisements.
- Generated reports detailing closure counts, internal transitions and offer rejections to maintain workflow efficiency.
- Supervised staff recruitment, interviewing, selecting and onboarding.
- Coordinated recruitment processes, from advertising vacancies to conducting interviews and selecting candidates.
- Coordinated with department heads to assess staffing needs and plan future recruitment.
- Implemented team building activities to enhance positive working environments.
- Negotiated employee wages based on employment level, qualifications and history.
- Helped solve conflicts, disputes and concerns, offering practical and smart solutions.
- Designed and implemented health and safety programs.

SKILLS

- Pre-Employment Screening
- Public speaking
- Teamwork
- Leadership
- Time Management
- Team Building
- Public Relations
- Adaptability
- Training and Placement
- Learning & Development
- Recruitment Handling
- Corporate Handling
- Positive Attitude
- Self – Motivated

ACHIEVEMENTS

- Chief of Fresher's Induction Program.
- Coordinator of College Annual Fest-MOSAIC.
- Got award for participating in National Inter-College Fest (IBS Gurgaon).
- Got various awards and recognition at MOOD-INDIGO (IIT- Mumbai).
- Achieved highest marks in Psychology at University Level.
- Organized Training and Placement Officer's Meet Year (2015).
- Actively participated in Organizing Job Fair Consecutively for Two Years.

- Appointed as Chief coordinator of literary club (Anand ICE- Envisage).
- Chief coordinator for Technical and cultural fest (Anand ICE Echoe's & Corona).
- Led of Disciplinary & Women Cell (Anand ICE).

EDUCATION

***MVJU**, Jaipur, 2021*
LLB: **Bachelor of Legislative Law**

***IIS University**, Jaipur, 2012*
MBA: Master's in Business Administration: **HR**

***IIS University**, Jaipur, 2010*
BA: Bachelor's in Arts: **Psychology**

***Bright Lands School**, Jaipur, 2007*
Higher Secondary

***Bright Lands School**, Jaipur, 2005*
Senior Secondary

LANGUAGES

English: C2
Proficient

Hindi: C2
Proficient

PERSONAL INFORMATION

- **Father's Name:** Mr. Surendra Sharma
- **Date of birth:** 16/08/1988
- **Address:** B-903, Trimurti's Ariana, JDA Colony, Ramnagaria, Jaipur, Rajasthan, India

DECLARATION

I, Riddhi Bharadwaj, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Riddhi Bharadwaj