

CURRICULAM VITAE

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OBJECTIVES

To hold a challenging position in HR and Talent Acquisition with an organization of repute, where I can utilize my skills and learning to add value toward the organizational success and growth and also fulfill my personal learning and growth goals.

A BRIEF SNAPSHOT

- Around 4+Years' experience into recruitment (both IT and Non-IT)&**Talent Acquisition, administration project management**, specializing in all aspects of recruiting and sourcing methodologies.
- Possess extensive experience in full cycle recruiting, understanding the client's business needs and delivering timely results.
- Good Knowledge in sourcing and screening qualified candidates, interviewing, identifying talent and managing the hiring process
- Ability to work independently with no supervision
- Hardworking and Sincere in executing any job with perfection.
- Willingness to learn, Good Team Player
- Strong salary negotiations skills.

- **CORE COMPETENCIES**

☑ End-To-End Recruitment

☑ Requirement Analysis

☑ Team Management

Worked with Tech Pro Staffing Pvt Ltd. now acquired by Artech Infosystems- (2nd Nov-2015-to-28th October 2017)-Sr Executive Recruitments

ROLES AND RESPONSIBILITY

- Working closely with the Hiring Managers to know their requirement needs accordingly.
- Involved in **Volume & Niche hiring**.
- Also responsible for Sourcing, Screening, Evaluating, Scheduling, follow ups & joining formalities for Junior to senior level positions.
- Sourcing through multiple channels: Social Media (Linkedin, Facebook), Jobboards (Jobsahead ,IIMjobs, Naukri, Monster,Timesjob,shine,etc) & Search engines, Employee referrals, Mapping, etc
- Screening the resumes before submitting to the client
Taking preliminary Interviews (to check availability, communication skills, Confidence level, project experiences, Fake or genuine candidate ,CTC and other related factors)
- Upload resumes on companies' portals
- After shortlisting conducting their interviews with panel (F2F,Telcon,Skype)
- Follow Ups, Acquiring the feedback, offer negotiations
- Monitoring the entire process of sourcing till the final placement of the candidate
- Monthly Meeting with Team & delivery Managers regarding Monthly Joiners and Pipeline Updates and Scheduling Monthly plan.

- Co-Ordinating with HR team for the offer release and the joining formalities for the candidate.
- Handled direct clients like **Adobe, HCL, Aegis Limited, HP, NIIT International, Genpact, Nucleus Software, FIS, Kronos, Amadeus, RSM International, Cignex** and many more
- Some of the positions and Technologies handled: **Java/J2EE, UI Developer, Javascript, JSP, Servlets, Struts, Spring, Ajax, Dot net, Oracle DBA, PL SQL, Adobe CQ5, Site Catalyst, Inside sales, Adobe Media Optimizer, Java Architect, Adobe Campaign Experience, Technical Support, Windows Admin, Web designer, Web developer, MSBI Developer, Citrix, Mendix with Java, Hadoop, HP-OV, Teamsite, Livesite, Performance Engineering, QA Architect, Selenium Testing, HP Exstream, Internal Audit, Customer Retention, Inside sales, Digital Analytics, Service Desk Management**

❑ **Participating in Walk-in Drives**

- Optimize the Sourcing Strategy /Channel based on the hiring needs –
 - Bulk/Volume hiring -organizing the weekend drives
 - Lateral hiring - Optimal Sourcing medium like job boards, employee referrals
 - Niche/Senior hiring – Social Media, Networking/ Referencing
 - Demand Identification Identifying the Walk-in do ability skills/demands based on the requests received from the Delivery leads for across locations of India. (Chennai/Hyderabad/Mumbai/Pune/Bangalore) Weekend Walk-ins

❑ **Client interaction & Vendor Management**

- Coordinating with the vendors on permanent hiring.
- Interacting and Coordinating with clients for new Business.

❑ **Others**

- Responsible for issuing offer letter and appointment letter.
- Giving salary breakup to the recruiter & candidates.

Achievements:

- 75% offered to joined ratio.
- Second highest revenue generator in the year.

Accord Manpower Services - July 2015 - October 2015 - Senior Consultant - Recruitment and Client Handling

Operations & Key Account Management -:

- Maintaining account database and devising strategies to improve client relationships
- Manage relationships with existing and prospective clients to identify and create new, repeat business opportunities.
- Acquiring new clients, interacting with the **Clients regarding Mandates** and setting position priorities accordingly.

Recruitment

- Managing a wide gamut of functions like **Key Account Management, Business Development & Operations**.
- Sourcing quality candidate's profiles for Non It mandates through various modes including Job postings, **Job Portals (Naukri & Monster), internal database, LinkedIn** and through referrals.
- Coordinating with the candidates through mail/phone and personal meeting.
- Scheduling interview for shortlisted candidates.
- Follow up with selected candidates to confirm their DOJ and keep the respective departments informed of the same.
- Conducting and managing internal and external recruitment.

- Client Handled directly: **Grofers, Food panda, Groupon, Usha, Delta Electronics, Teleperformance, Zomato, Gaadi.com, W,Borges and many more**

Since Aug'13-June2015withGreenply IndustriesLtd.,Gurgaon as AssociateProjectManager

ROLES AND RESPONSIBILITY

- Sourcing and screening of CVs through various jobportals
- Head Hunting as per the client' requirement and for specific profiles
- Salary negotiation with clients and candidates
- **Training and induction** of new employees
- Business development from new as well as existing clients
- Client servicing
- Managing the complete **recruitment life-cycle** for sourcing the best talent from diverse sources after identification of manpower requirements
- Ensure timely payment follow up with the client

ACADEMIA

- PGDM-Finance and HR(Dual Specialization) from Bhartiya Usha Lakshmi Mittal Institute of Management.
- Graduation from Kamala Nehru College(D.U)

IT SKILLS

- Well versed with MS Office (Word, Excel, Power Point) and Internet

PERSONAL DOSSIER

Address: : Varanasi
Languages Known : English& Hindi
Nationality : Female