

ANSHIKA SALUJA PACHNANDA

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Enterprising **Human Resource Professional** with 7 years overall experience seeking to leverage my skills and expertise to help organizations identify, attract and hire the best talent.

Key Skills

- Staffing & Recruitment
- HR Management
- Sourcing and screening techniques
- Talent Sourcing
- Planning & Execution
- Applicant tracking systems (ATS)
- ATS Management
- Orientation & On-boarding
- Interviewing and evaluation skills

PROFESSIONAL EXPERIENCE

ENGGSOL, Singapore

JAN 2023 – Present

Recruitment Consultant

- Develop and maintain relationships with clients and understand their hiring needs.
- Source, screen, interview, and evaluate candidates to ensure they meet client requirements
- Provide recruitment solutions tailored to client needs, including talent mapping and competitor analysis
- Stay up-to-date with recruitment best practices and job market trends
- Use various sourcing techniques to attract passive candidates
- Sourced candidates using various techniques, including job boards like Foundit, CareerFuture (Singapore Govt Site)
- Managed candidate relationships, provided feedback, and negotiated offers

Zelp Technologies, Charlotte, NC, USA

MAY 2022 – JAN 2023

Technical Recruiter

- Sourcing: Used various techniques to source potential candidates, including job boards, social media, referrals, and headhunting.
- Screening: potential candidates to determine their suitability for the role. Reviewing resumes, conducting phone and in-person interviews, and administering assessments.
- Conducting Interviews to assess the candidate's skills, experience, and fit for the role and company culture.
- Coordination: during the entire recruitment process, including scheduling interviews, following up with candidates, and providing feedback.
- Reporting: Provided regular updates and reports to clients on the progress of their recruitment projects.
- Onboarding: HR recruiters assist with the onboarding process, including verifying candidate credentials, completing paperwork, and orienting new employees to the organization.

BYJU's Whitehat Jr, India

MAY 2020 – APR 2022

Online Teaching (Software Coding and Application Building)

- Responsible for teaching code (HTML, JavaScript, CSS & Python) to students as per the defined curriculum.
- Maintained schedule of classes and worked up to 40 hrs./week
- Completed more than 2000+ classes. (Including Paid & Trial)
- Provide training to teachers to deliver the class without any hindrance.
- Conducting workshops at regular intervals to enhance their knowledge in respect to their particular domain.
- Review student's progress, provide feedback to the parents & Manage student behavior in the online session.

EDUCATION & CERTIFICATIONS

B.Ed. from MDU University	2013
MCA from IP University, Delhi	2012
BCA from GNDU University	2009
Higher Secondary Examination from CBSE	2006

SKILLS & OTHER

ATS Tools & Know-how: Airtable, Zoho Recruit, Google Sheets.

Productivity Tools: Word processors, Excel/Spreadsheets, Powerpoint/Slides etc.

Technical Skills: Understanding of C,C++,HTML,CSS, Javascript, Python