

- ❖ **Name** : Priyanka Maurya
- ❖ **Contact Number** : 7839187407
- ❖ **Email ID** : Priyankam4may@gmail.com
- ❖ **Specialization** : Talent Acquisition Specialist

CAREER SUMMARY:

Talent Acquisition Specialist with 5+ years of rich work experience in recruiting IT professionals and Expertise in the areas of Recruiting, Sourcing, Reporting, Sourcing, Interviewing, Client Handling, Vendor management, Executive Hiring.

Proficient in recruiting candidates from all levels Junior Level (Developer) to Senior Level (Architect). Experience in Domestic IT Recruitment. Posses excellent communications and interpersonal skills.

KEY SKILLS:

- End to end recruitment: Sourcing, Staffing and on boarding candidates.
- Screening: short listing candidates sourced through portal (Naukri, LinkedIn, indeed) and validating them on their experience and interest on the role.
- Preparing Requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Shortlisting of profiles sourced and sending it to the respective hiring managers
- Hiring inputs: Meeting hiring managers to understand niche skill profiles.
- HR Round: Conducting HR round for the selected candidates and negotiating salaries on company standards.
- Promptly informing the rejected candidates about the reason for the rejections.
- Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly, Monthly and quarterly headcount and hiring report.
- Vendor Management: Coordinated with various manpower consultants to procure resources for its operations across India, general screening of the candidate's profile, short-listing them for the interviews, worked on portals
- Additional activities like employee engagement activities once in a month
- Monthly visit at client site to give induction to all employees related to soft Skills,mail etiquette,Insurance and PF.
- Maintain employee attendance through portal (Keka and Prism HR portal)

❖ EMPLOYMENT RECITAL: -

PRECISION TECHSERVE (Precision Group)

Designation : Talent Acquisition Specialist

Duration : June 2022 – Till present

Responsibilities:

1. Independently handling end to end recruitment.
2. Involved in recruitment of the candidates for various IT skills.
3. Sourcing profiles as per the job Description by Boolean or regular Search both and screening the CVs.
4. Calling up the candidates as per requirement and skills and scheduling their first round of interviews with the Internal technical panel of the company.
5. Taking up initial screening interviews and making candidate more confident toward the opportunity by asking some of the questions which have been taken from previously interviewed candidates for that requirement.
6. Effective coordination and facilitation with Technical Panel or a Technical Team for all interview processes.
7. Research and gather market intelligence through vendors and share it with the business.
8. Have sound knowledge of online job portals like Naukri, Monster, LinkedIn, indeed.
9. Having Team Handling & Vendor Management experience.
10. Maintaining Database and Tracker of the candidates sourced, screened, shortlisted and hired in Excel.
11. Good Command on Excel (V- Look Up, Power point and Word

ASMAA MANPOWER PVT LTD

Designation : Sr. HR Ececutive

Duration : Feb 2021 – April 2022

Responsibilities:

- Independently handling end to end recruitment.
- Involved in recruitment of the candidates for various IT skills.
- Sourcing profiles as per the job Description by visiting job portals and screening the CVs.
- Calling up the candidates as per requirement and skills and scheduling their first round of interviews with the technical panel of the company.
- Taking up initial screening interviews and making candidate more confident toward the opportunity by asking some of the questions which have been taken from previously interviewed candidates for that requirement.
- Have sound knowledge of online job portals like Naukri, Indeed, linkedin.
- Client Handling, Team Handling & Vendor Management.

- To handle MIS reports weekly, monthly, quarterly basis.
- Maintaining Database and Tracker of the candidates sourced, screened, shortlisted and hired in Excel.
- Hired candidates for various positions like Project Manager, Architect, and Senior Engineers, Developers, Support Engineers etc for various niche IT skills.
- Good Command on Excel (V- Look Up, Power point and Word

SYSNET GLOBAL TECHNOLOGY PVT LTD.

Designation : HR Executive

Duration : Nov 2017- Dec2020

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ACADEMIC ACHIEVEMENTS

- Successfully completed Effective Dashboard Training.
- Completed POSH Training
- Presented research paper in 21st National Conference (COTII)

Academic Qualifications

| Year(s) | Qualification– Degree / Diploma / Certificate | Board/University | College / Institute | Percentage / CGPA |
|----------------|--|-------------------------|---|------------------------------|
| 2015-2017 | MBA | AKTU University | Ambalika Institute of management and Technology | 6.2 (62%) |
| 2012-2015 | BA | MGKVP | Vindhyavasini Mahavidyalaya | 59% |
| 2012 | 12 th | UP Board | Samrat Ashok Int College, Mirzapur | 75% |
| 2010 | 10 th | CBSE | Vindhayvasini Public School, Mirzapur | 65 |

Personal Details: -

- **Date of Birth:** 31 May 1995.
- **Father's Name:** Mr. Vijay Maurya

- **Mother's Name:** Mrs. Shanti Maurya
- **Language:** Hindi and English
- **Nationality:** Hindu
- **Address:** Noida