

KRITI CHAUHAN

Bachelor of Business Administration

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Location: Delhi/NCR

PROFESSIONAL SUMMARY

Strongly dedicated and resourceful Talent Acquisition Specialist with an excellent record of identifying and placing superior job candidates. Adept at networking with a variety of in-person and online personnel sources. Able to function superbly with little to no supervision or as part of a hiring team.

SUMMARY OF SKILLS

- IT Talent acquisition specialist with proven track record of 4+ years.
- In-depth knowledge of candidate techniques for active and passive candidates.
- Strategic understanding of staffing tools and electronic job boards.
- Proven success in previous positions
- Experience with HR tools & processes.
- Hands-on experience in industry-specific recruitment
- During working tenure I have handled hiring of niche and super niche profiles of IT industry.
- Recruiting experience

WORK EXPERIENCE

- **Company Name:** Tekshapers Software Solutions Pvt. Ltd.
- **Designation:** Sr. Executive Talent Acquisition
- **Duration:** August 2021 – Till Date

- **Job Profile :-**
 - ✓ Conducted applicant pre-screening and interviews.
 - ✓ Researched job descriptions and qualifications for matching with appropriate candidates.
 - ✓ Provided assistance with applicant testing, skill set checks, background checks, and reference checks.
 - ✓ Researched applicants in communications with Internet sites, colleges, and community service organizations.
 - ✓ Maintain contact network for qualified candidate recognition and sourcing.
 - ✓ Contact and interview qualified candidates for relevant job positions.
 - ✓ Utilize online recruiting services in researching and contacting candidates.
 - ✓ Create and disseminate job advertising to various social media

WORK EXPERIENCE

- **Company Name:** A.N. Staffing Solutions
- **Designation:** Executive Talent Acquisition
- **Duration:** January 2019 – July 2021

- **Job Profile :-**
 - ✓ Conducted applicant pre-screening and interviews.
 - ✓ Researched job descriptions and qualifications for matching with appropriate candidates.
 - ✓ Provided assistance with applicant testing, skill set checks, background checks, and reference checks.
 - ✓ Researched applicants in communications with Internet sites, colleges, and community service organizations.
 - ✓ Maintain contact network for qualified candidate recognition and sourcing.
 - ✓ Contact and interview qualified candidates for relevant job positions.
 - ✓ Utilize online recruiting services in researching and contacting candidates.
 - ✓ Create and disseminate job advertising to various social media