Devyani Srivastava
HR Recruiter

Goal-oriented recruiting professional motivated to achieve demanding targets under tight deadlines. Proficient in developing and overseeing diverse candidate pipelines, marketing plans and advertising strategies. Results-oriented HR Recruiter practiced in developing and establishing strategic recruitment strategies and identifying appropriate talent. Offering 2+ years of comprehensive experience sourcing diverse, high-caliber candidates by maximizing internet resources, social media and referrals. Committed to successfully managing phases of full-cycle recruiting from initial sourcing and screening through offer negotiations and onboarding.

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devyanisrivastava.131094@gmail.com

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8368212751, 8826320804

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Noida, India

SKILLS

MS Excel, Word & Powerpoint

Recruitment strategies

Human resources team leadership

Staffing regulatory compliance

Performance reviews

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

French
Professional Working Proficiency

WORK EXPERIENCE

HR Recruiter
Geniedoc Technologies Private Limited

09/2021 - 09/2022   *Gurugram*
Achievements/Tasks

- Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials and conducting initial interviews and pre-screening assessments.
- Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates.
- Followed up with notable applicants sourced via industry-specific pipelines, events and job fairs.
- Emphasized job benefits and perks to applicants to improve organization's attractiveness.

Intern
Exclusive techno soft PVT LTD

08/2019 - 10/2019   *Noida*
Achievements/Tasks

- Getting to work in a dynamic work environment and understanding the industry trend in terms of human resources
- Understood the documentation process while hiring
- Gained insights about the level of detail involved during the research process

EDUCATION

Post Graduate Diploma in Management
IMS Noida

05/2018 - 05/2020   *Noida*
Thesis: Comparative Analysis of Performance Management System in MNCs

- Data collection through surveys by making the use of Google forms
- Data analysis and interpretation by performing some tests on SPSS
- Concluding the proposed solutions
- Formulating a problem statement through the research
- Suggesting alternative solutions, finding out the risks and limitations involved
- Finding out the research objective and creating a sampling frame out of it

ACHIEVEMENTS

I have attended many simulation workshops and group dynamics workshops. I have experienced industrial visits with AIMA & BIS and participated in business plan event competitions.