

JYOTI MANRAL

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Professional Summary:

- HR professional with 5.5 years of rich work experience in recruiting IT and Non-IT professionals.
- Expertise in the areas of staffing, recruiting, sourcing, screening, headhunting, salary negotiation, Niche skill hiring.
- Proficient in recruiting candidates of all levels from junior to senior level.
- Having good exposure in sourcing profiles for Network and Security Engineer, Windows Admin, Linux Admin, Middleware Admin, Database Administrator, Cloud Admin, Storage Admin, Exchange Admin, Backup Admin, Java Developer, UI Developer, PLSQL Developer, Dot Net Developer, Tester, Python Developer, Mobile Application Developer, Salesforce Developer, Front End Developer, SharePoint Developer, Angular Developer, Powe BI Developer etc.
- Able to work independently and within a team-spirited environment.
- Possess good communication skills, problem-solving skills and interpersonal skills.

Work Experience:

Renovision Automation Services Pvt. Ltd.

Mar 2018- To date

Designation- Senior Executive- HR

Roles & Responsibilities:

- Handle IT recruitment of clients, which involves understanding their specifications and providing profiles/candidates accordingly.
- Source candidates from job portals like Naukri, Monster, Shine, Indeed, LinkedIn, database, headhunting, references, etc.
- Scrutinizing, screening and shortlisting resumes based on specific criteria, skills, qualifications and relevant experience.
- Sending mass mail to source the right candidates.
- Conduct an initial telephonic round to check communication skills, technical skills, confidence and interest level.
- Interacting/e-mailing to the screened/shortlisted candidates and checking their interest.
- Sharing shortlisted profiles and maintaining the pipeline of qualified candidates based on the client's requirements.
- Scheduling technical/final interviews with the panel and following up on the feedback.
- Coordination for interviews of shortlisted candidates, facilitating salary negotiation and following up.
- Maintaining recruitment data using excel.
- Negotiating the rates/salary package with the candidates.
- Follow-up on the joining formalities of the selected candidates.
- To train new team members and guide the juniors.
- Maintaining daily/monthly database and report.

Gaba Consultancy Services Pvt. Ltd.
Designation- Management Trainee (Recruitment)

Apr 2017- Sep 2017

- Worked on Non-IT profiles as per the client's requirement.

Internship:

Company Name: Reliance Retail Limited (2 months)

Roles and Responsibilities:

- Involvement in the joining process.
- Registration and fill the data of a new candidate in SAP.
- To generate ESIC card and to maintain the data of employees PF and reimbursement claim.
- E-filing of corporate employees.

Educational Details:

- PGDM(HR and Marketing) in 2017 from INMANTEC Business School, Ghaziabad with 8.38 CGPA

Achievements:

- Received Certificate of Excellence for Star Performance in 2019.

Personal Details:

Date of Birth:	June 21, 1995
Gender:	Female
Marital Status:	Single
Languages:	Hindi, English