

PROFILE SUMMARY

HR Professional with 2+ years experience in End to End Technical Recruitment experience, Strategic Recruitment, Technical (IT) Recruitment, Campus Hiring Initiatives. Manage and collaborate with stakeholders throughout the company to fulfilling their hiring needs.

Recruiting candidates through advanced Internet Boolean String searches, job boards (Naukri, Jobsite, Monster, CW Jobs, Indeed, Dice, CareerBuilder, TechFetch, Ladders), LinkedIn, Google, User Groups, cold-calling, and Social networking.

PROFESSIONAL EXPERIENCE

Delivery Manager

Oct '22 - Present

Ladder of changes

Delhi (Remote)

Talent Acquisition specialist

- Hiring candidates for various accounts and practices for Clients.
- Defining job positions, advertising vacancies, sourcing, screening, shortlisting, scheduling & assessment, shortlisting, Salary negotiation, Post offer follow-up, and query resolution.
- Successfully hired niche skills like Java, Python, PHP, C#, Data engineering, Hadoop etc.
- Candidate engagement during the selection process, HR discussion, offer extension, negotiation, document collection & BGV verification.
- Talent mapping, niche hiring strategizing and market intelligence.

Technical Recruiter

Apr '22 - Oct '22

LanceSoft Inc.

Noida (Remote)

- Sourcing potential candidates on niche platforms, like JobDiva, Stack Overflow, and Github
- Screening of IT resumes through specialized skills.
- Perform pre-screening calls to analyze applicants' abilities
- Coordinate with IT team leaders to forecast department goals and hiring needs
- Craft and send personalized recruiting emails with current job openings to passive candidates

University Recruiter Intern/Trainee

May '21 - Apr '22

Zeta Suite (Directi)

Bangalore (Remote)

University Campus Recruiter

- Sourcing potential candidates from the portal Lever.
- Screen resumes from job portals like LinkedIn, and Internshala.
- Perform pre-screening calls to analyze applicants' abilities, and qualifications
- Scheduled Interviews of all the shortlisted candidates and conducted HackerEarth Test on various Campuses like NIT, and IIITs.
- Maintained overall data of all the referrals.
- Remain hyper-focused on diversity within the pipeline.
- Coordinate with team leaders to forecast department goals and hiring needs
- Compose job offer letters
- Onboard new hires.

Talent Acquisition

Vedantu Innovations

Recruitment coordinator

Dec '20 - May '21

Bangalore (Remote)

- Source candidates by using databases and job boards.
- Consult with managers to discover staff requirements and specific job objectives
- Write and post job descriptions on career websites, newspapers, and universities boards
- Evaluate and screen resumes and cover letters
- Use recruiting tools like tests and assignments to assess candidates' skills
- Conduct phone, Skype, and/or in-person interviews
- Provide a shortlist of qualified candidates to hiring managers
- Help the hiring team with recruiting methods and interview questions
- Contact new employees and prepare onboarding sessions
- Prepare new hire paperwork ensuring legislation requirements are met
- Maintain a complete record of interviews and new hires
- Stay up-to-date with current recruiting methods

EDUCATION

Bachelor of Science: Life Sciences

2017-06 - 2020-12

Acharya Narendra Dev College, University Of Delhi - New Delhi

KEY SKILLS

Google Suite (Docs, Sheets, Slides), Microsoft Office, Lever, Leadsquared, Social Networks Facebook, Instagram, Twitter and LinkedIn, Basic knowledge of JIRA, Mail Services [Gsuite, Zoho], ATS - Jobdiva, Monster, Dice, Naukri, Internshala

TRAINING

- **Training** in **Microsoft Excel**
- **Training** in **Google spreadsheets**.
- **Presently** learning **Tableau**.
- Working Remotely: Efficiently and Effectively **certificate program** involving survival and thriving working outside of the office.
- Pursuing the **German Language** Certificate Program from Indira Gandhi National Open University (IGNOU)

EXTRACURRICULAR ACHIEVEMENTS

- Created a **gardening page (Get Set Garden)** and promoted it through Social media.
- Presented a scientific poster on National level "DBT- Biotechnology Popularization Programme, **Miranda House, University of Delhi**, "**CRISPR** genome editing technique".
- Presented a **scientific poster on Intercollege level** -Interdisciplinary exhibition presentation "New Frontiers in Science" Acharya Narendra Dev College, University of Delhi, " Drosophila Melanogaster: A potent model organism for Advanced Studies in Behavioural studies".
- PICFIE: Photography Society, of Acharya Narendra Dev College, an active participant since 2019.
- PARITANTRA: Eco Club of Acharya Narendra Dev College, an active participant for 2018- 2019.
- NSS: National Service Scheme an active member and participant.
- Write blogs for **my website www.getsetgarden.com**

ADDITIONAL INFORMATION

- **Father's Name:** Late Shiv Ram Arya
- **Mother's Name:** Krishna Devi Arya
- **Date of Birth.** : Feb 22, 1999
- **Marital Status:** Single
- **Nationality:** Indian
- **Languages:** English and Hindi

DECLARATION

I hereby declare that the entire above written particulars are true to the best of my knowledge and belief.