

POOJA SHAH

HUMAN RESOURCES

DETAILS

ADDRESS

Mumbai
India

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LINKS

[Linkedin](#)

[Certification](#)

SKILLS

Communication Skills

End to End Recruitment

Stakeholder Management

Candidate Engagement

Salary Negotiation

Knowledge of MS Office

HOBBIES

Listening Music, Art
& Craft, Reading

LANGUAGES

English

● ● ● ● ○

Hindi

● ● ● ● ○

Gujarati

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PROFILE

I am a passionate recruiter whose goal is to find the right talent to do awesome work. My objective in life is to keep learning and challenging myself in what I do!

I have 4+ years of relevant experience in technical recruitment with a background of working with media & recruitment firms, SaaS based product startup.

EMPLOYMENT HISTORY

Sr Executive - Human Resources, Pinkvilla

Mumbai

Sep 2022 — Present

- Actively recruited and hired candidates for both tech and non tech roles.
- Involved in end to end recruitment from sourcing, screening, interviewing candidates to participating in salary negotiation, offer approvals and offer release.
- Stakeholder engagement & management.
- Maintained a talent database for immediate and future needs.

Talent Acquisition Consultant, Chargebee

Remote / Hybrid

Jan 2022 — Sep 2022

- Identified and recruited highly qualified active & passive talent via ATS, job boards (Naukri, Monster, Sourcehub) LinkedIn, GitHub & Stackoverflow and personal networks. Did market analysis & talent mapping.
- Managed sourcing, screening, interviewing, and placing of candidates.
- Stakeholder engagement & management.
- Recruited candidates for various positions for roles like fullstack, frontend & backend developers, QA & SDET.

Senior Consultant, Symphoni HR (Head Hunters)

Mumbai

Oct 2018 — Jan 2022

- Hired top engineers from junior to senior level for emerging technologies (Front end, Full stack, Back end & Mobile developer, DevOps, QA / SDET, Cloud, Big data, AI/ML etc.)
- Coordinated with Hiring Managers / Client Managers to determine the on going and future hiring needs & making hiring plans for resource fulfillment.
- Sourced resumes from sources like Job portals (Naukri, Monster, Sourcehub) employee & candidate referrals, LinkedIn, Social Media, internal database.
- Worked on Application tracking system (ATS) like Workday, Taleo, Workable, Hirecraft, Freshteam etc.
- Did Salary negotiation with the selected candidates.
- Maintained continuous candidate engagement till the candidate's joining.
- Worked for clients in different domains (Investment banks, Product, Service based MNC's & Startups)

Associate Recruiter, Headsninds Consultants

Mumbai

Jan 2018 — Sep 2018

- Was involved in cold calling, sourcing, screening through portals like Naukri, Internal Database and approaching suitable candidates.
- Scheduled Interviews & coordinated with hiring managers for feedback and following up with prospective candidates.
- Participated in salary negotiations with selected candidates and follow-ups. Maintained and updated resource database.

EDUCATION

**Bachelor of Computer Application, SRM Institute Of
Science & Technology (Deemed University)**

Jul 2022 — Present

**Advance Certification Course in Human Resource,
Welingkar's Institute for Management,**

Dec 2017

Mumbai