

Priyanka Maurya

Talent Acquisition Specialist

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Talent Acquisition Specialist with 5+ years of rich work experience in recruiting IT professionals and expertise in the areas of Recruiting, Sourcing, Reporting, Sourcing, Interviewing, Client Handling, Vendor management, and Executive Hiring. Proficient in recruiting candidates from all levels Junior Level (Developer) to Senior Level (Architect). Experience in Domestic IT Recruitment. Possess excellent communications and interpersonal skills.

Professional Experience

Talent Acquisition Specialist

PRECISION TECHSERVE (Precision Group) |
June 2022 - Present

- End to end recruitment: Sourcing, Staffing, and on boarding candidates.
- Screening: short listing candidates sourced through the portal (Naukri, LinkedIn, indeed) and validating them on their experience and interest on the role.
- Preparing Requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Shortlisting of profiles sourced and sending it to the respective hiring managers
- Hiring inputs: Meeting hiring managers to understand niche skill profiles.
- HR Round: Conducting HR round for the selected candidates and negotiating salaries on company standards.
- Promptly informing the rejected candidates about the reason for the rejections.
- Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly, Monthly and quarterly headcount and hiring report.
- Vendor Management: Coordinated with various manpower consultants to procure resources for its operations
- across India, general screening of the candidate's profile, short-listing them for the interviews, worked on portals
- Additional activities like employee engagement activities once in a month
- Monthly visit at client site to give induction to all employees related to soft Skills, mail etiquette, Insurance and PF.
- Maintain employee attendance through portal (Keka and PrismHR portal)
- Independently handling end to end recruitment.
- Involved in recruitment of the candidates for various IT skills.
- Sourcing profiles as per the job Description by Boolean or regular Search both and screening the CVs.
- Calling up the candidates as per requirement and skills and scheduling their first round of interviews with the Internal technical panel of the company.
- Taking up initial screening interviews and making candidate more confident toward the opportunity by asking some of the questions which have been taken from previously interviewed candidates for that requirement.
- Effective coordination and facilitation with Technical Panel or a Technical Team for all interview processes.
- Research and gather market intelligence through vendors and share it with the business.
- Have sound knowledge of online job portals like Naukri, Monster, LinkedIn, indeed.
- Having Team Handling & Vendor Management experience.
- Maintaining Database and Tracker of the candidates sourced, screened, shortlisted and hired in Excel. 11. Good
- Command on Excel (V- Look Up, Power point and Word.

Sr. HR Ececutive

ASMAA MANPOWER PVT LTD | January 2021 - April 2022

- sourcing candidates online, updating job ads and conducting background checks.
- Independently handling end to end recruitment.
- Involved in recruitment of the candidates for various IT skills.
- Sourcing profiles as per the job description by visiting job portals and screening the CVs.
- Calling up the candidates as per requirement and skills and scheduling their first round of interviews with the technical panel of the company.
- Taking up initial screening interviews and making candidate more confident toward the opportunity by asking some of the questions which have been taken from previously interviewedcandidates for that requirement.
- Have sound knowledge of online job portals like Naukri, Indeed, linkedin.
- Client Handling, Team Handling &Vendor Management.
- HR Round: Conducting HR round for the selected candidates and negotiating salaries oncompany standards.
- Promptly informing the rejected candidates about the reason for the rejections.
- Preparing reports on the no of closure, internal movements, and offer decline numbers toensure the flow of work to reach the aspire rates. Sending weekly, Monthly and quarterly headcount and hiring report.

HR Executive

SYSNET GLOBAL TECHNOLOGY PVT LTD. | November 2017 - December 2020

- Calling up the candidates as per requirements and skills and scheduling their first round of interviews with the technical panel of the company.
- Taking up initial screening interviews and making candidates more confident about the opportunity by asking some of the questions which have been taken from previously interviewedcandidates for that requirement.
- Have sound knowledge of online job portals like Naukri, Indeed, linkedin.
- Client Handling, Team Handling &Vendor Management.
- Independently handling end-to-end recruitment.
- Involved in recruitment of the candidates for various IT skills.
- Sourcing profiles as per the job description by visiting job portals and screening the CVs.

Education

Master of Business Administration in HR & Finance

Ambalika Institute of management and Technology at Lucknow(AKTU University) | March 2015 - July 2017

Bachelor Of Arts

Vindhyavasini Mahavidyalaya at Mirzapur | March 2012 - July 2015

Intermediate

Samrat Ashok Int College at Mirzapur | March 2011 - August 2012

High School

Vindhayvasini Public School at Mirzapur | May 2009 - August 2010

ACADEMIC ACHIEVEMENTS

Successfully completed Effective Dashboard Training.

Completed POSH Training

Presented research paper in 21 st National Conference

Key Skills

- HR software & Talent management systems.
- Talent management systems
- Recruitment
- Onboarding
- Interviewing
- Compensation and benefits management
- Scheduling
- Budgeting

Personal Details

Father's name:- Mr.Vijay Prakash Maurya

Mother's name:- Mrs. Shanti Maurya

Date of Birth:- MAY 31 1995

Marital Status:- Unmarried

Hobbies:- Travelling, Movies, Sports, Food, etc.

Languages:- English, Hindi

Declaration

I do hereby declare that all the above information given is true to the best of my knowledge.

Date :- Priyanka Maurya

Place:- (Signature)