AMBIKA VISHWAKARMA

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Objective

To be a part of the unending learning process by continuously enhancing my knowledge and being integral part of a pioneer organization where I can share responsibilities and make valuable contribution to the organization

Experience

- **Spyglass Analytics Software**   **1/09/2021 - present**
  Recruitment Consultant
  - Source potential candidates from various online channels like LinkedIn, Naukri, Instahyre, Hirist etc.
  - Screen applicants to meet the position requirements.
  - Communicate with clients to get a clear view on their hiring needs.
  - Arrange interview between candidates and clients.
  - Provide client feedback followup to the candidates after each stage of interview.
  - Keep internal database update on regular basis.
  - Stakeholder management.

- **Career Partner**   **22/02/21 - 31/07/21**
  Associate Consultant Recruitment Trainee
  - Seeking new job vacancies from both potential and matching candidates to positions.
  - Placing job applicants across a range of online platforms.
  - Reviewing and shortlisting cv's to identify suitable candidates for available positions.
  - Utilising and updating the database with candidates and job details to ensure that records are up to date for other consultants and that open jobs are accurately monitored.
  - Conduct interviews.
  - On boarding new hires.
  - Negotiated appropriate contract rate for open position with applicants and clients.

- **TBM Technology**   **31/12/19 - 31/03/20**
  HR Executive Intern
  - Screen candidates resume and job applicantion.
  - Conduct interviews with shortlisted candidates.
  - Update job description and job specification.
  - Onboard new hires.
  - Handling day - to - day tasks.
  - Managing the internal database.

Education

- **University of Lucknow**   **2019**
  B.B.A
- **Veer Savarkar Sarvodya Kanya Vidalaya**   **2016**
  XII
- **Veer Savarkar Sarvodya Kanya Vidalaya**   **2016**
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Skills

- Talent Acquisition
- Candidates sourcing and screening
- Negotiations
- Understanding of technical jobs