

Strongly dedicated and resourceful Talent Acquisition Specialist with an excellent record of identifying and placing superior job candidates. Adept at networking with a variety of in-person and online personnel sources.

WORK EXPERIENCE

Talent Acquisition-Associate OneistoX

12/2022 - 01/2023

Gurugram

Achievements/Tasks

- Responsible for meeting the hiring goals by filling the open positions with talented and qualified candidates for both IT and Non-IT profiles.
- Made 3 joinings in the joining month. Also, assisted new joiners in completing the joining formalities.

Talent Engagement Associate Geektrust.in

10/2021 - 11/2022

Bangalore

Achievements/Tasks

- Worked as Talent Engagement Associate. Did recruitment of candidates for product and service based companies.
- Closely worked on scrutinizing the candidates profile for the company openings, scheduling interviews and coordinating with candidates and keeping tight engagement with the shortlisted candidates. Connecting to candidates registered on the portal.
- Worked on Freshers Hiring Drive organised by geektrust in November, 2021 and shared the maximum number of quality profiles. Also, completed and received full time employment confirmation within 1.5 months in 3 months of internship. Raised 24 offers out of which 22 candidates accepted and successfully joined the respective organisations.

Finance Executive IHG Group

12/2019 - 05/2020

Gurgaon

Achievements/Tasks

- Worked in Accounts Receivable. Assigned to record the Credit Card transactions occurred in different units. Also, did Reconciliation of bank statements with transaction history.

Senior Bank Officer ICICI Bank

04/2019 - 11/2019

Kanpur

Achievements/Tasks

- Worked with Branch Operations team. Performed various functions such as making the NEFT/RTGS entries.

SKILLS

Excellent Communication skills

MS-WORD

MS-EXCEL

Cold Calling

Excellent Inter personal skills

IT Recruitment

Recruitment

LinkedIn

Naukri

Screening

Candidate Sourcing

Geektrust Pool

IT Recruitment

Recruitment Industry

PERSONAL PROJECTS

Contribution of Hotel Industry in earning Foreign Exchange (06/2017 - 07/2017)

ACHIEVEMENTS

Employability Skills Certification Programme by 9 Skills (09/2017 - 12/2017)

National Institute of Securities Markets(NISM) certification (03/2018 - Present)

Post Graduate Diploma in Banking Operations(PGDBO) by NIIT Technologies (02/2019 - 05/2019)

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

ACADEMICS

MBA-6.665 CGPA

B.COM-51%

HSC-60%

SSC-60%