



## **CURRICULUM VITAE**

**Sheeba Ansari**

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### **Career Objective**

To work for an organisation which provides me the opportunity to improve my skills and knowledge and to grow along with the organisations objective.

### **Professional Experience**

**Company Name: Tata Consultancy Services(On Contractual basis)**

**Designation: Talent Acquisition Specialist**

**Duration: July 2022-Till Now**

#### **➤ Roles and Responsibilities**

- Responsible for IT hiring.
- Sourcing candidates from different job portals.
- Source ,qualify and match candidates to defined profiles and specific open requisition.
- Screening Candidate's resumes and job applications.
- Technologies handled:-Java developer, Dot net developer, PHP developer, QA (Automation testing,Manual testing),RPA developer, SAP
- Follow up with the candidate.
- Maintaining daily reports.

**Company Name:NLB Services Pvt Ltd,Noida**

**Designation: Senior Recruiter**

**Duration: February 2021- January 2022**

#### **➤ Roles and Responsibilities**

- Responsible for End to End IT staffing
- Complete End to End recruitment from sourcing, approaching the candidate, interviews and onboarding
- Hands- on experience with various interview formats(e.g.phone ,Zoom ,Ms Teams)
- Package negotiation and coordinate for interviews.
- Follow up with the candidate until the onboarding

- Supporting internal hiring as and when required

**Company Name: Eteam Infoservices, Noida**

**Designation: HR Recruiter**

**Duration: November 2018– Oct 2020**

**Roles and Responsibilities:-**

- Experience in Non IT recruitment, IT Recruitment.
- Having Experience in contract to hire (C2H) as well as permanent staffing.
- Handling complete documentation of selected candidates.
- Sending BGV forms and other forms to the selected candidate
- Ensuring joining of the candidate

**Company Name : Trinity Global Tech, Noida**

**Designation: HR Recruiter (IT/Non IT)**

**Duration: Nov 2017- Nov 2018**

**Roles and Responsibilities:-**

- Sourcing and screening the right candidates through various sources like job portals, references, social networking sites, and job postings.
- Coordinating with the candidates through mail and phone, keeping track of responses.
- Solving queries of candidates regarding company, salary and various other details.
- Confirming interview schedule, follow ups.
- Sending the call letter to the candidates for the interviews.
- Handling IT as well as Non IT profiles.
- Maintaining daily reports.

**Technical Skills worked on:**

Java, PHP, Javascript

Frontend Technologies : -JavaScript, HTML, CSS, Angular, React js , Node js

Testing (Manual testing, Automation testing)

**METHODS USED FOR SOURCING CANDIDATES**

- Job Portals Naukri, Job diva
- Job Posting (Linkedin)

**ACADEMIC QUALIFICATIONS**

- **Master in Business Administration**

**Specialization** : HR

Uttar Pradesh Technical University (UPTU), Lucknow

- **Bachelor of Business Administration**

CCS University, Meerut

- **12<sup>TH</sup> From CBSE Board**

➤ **10<sup>th</sup> From CBSE Board**

**BASIC SKILLS**

- Knowledge of preparing the reports in Excel Sheet
- Basic knowledge of MS Office
- Knowledge of Emailing and internet surfing.
- Able to prepare the presentation by Power Point

**PERSONAL PROFILE**

<b>Father's Name</b>	Mr.Idris Ahmed Ansari
<b>Date of Birth</b>	4 Jan,1992
<b>Languages known</b>	English, Hindi
<b>Marital Status</b>	Unmarried
<b>Interest</b>	Listening music, watching movies

**DECLARATION**

I do here by declare that all the above furnished information is correct and true to the best of my knowledge.

**Date:**  
**Place:Noida**

**(Sheeba Ansari)**