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Objective:

Seeking opportunity with an organization of repute where I can carve a niche for myself and achieve both organizational and professional goals.

Profile Summary:

- ✓ I am Having 2.5 Years work Experience, in IT &Non-IT recruitment. Expertise in the areas of Resourcing, Negotiation, convincing, Screening and scheduling, Account handling, Client management, vendor management, ATS. Excellent written and verbal communication skill.
- ✓ Experience in hiring for product-based companies, Service companies, startups, and early stage startups.
- ✓ Ability to handle critical and niche requirements independently and effectively.
- ✓ Apply extensive sourcing methods to find the right candidates by leveraging different tools like Internet sourcing, Employee Referrals, Job Portals and social media.
- ✓ Speaking to candidates matching the skill set and collecting all information for particular job.
- ✓ Taking a brief HR round before the candidate is placed before the interview panel and taking details like Personal details, reason to leave the current job, expectation from the new job, salary expectation, and time required to Join, education background.
- ✓ Scheduling of Telephonic interview, Scheduling and walk-ins at various locations.
- ✓ Interacting with HR Manager/Team Leader/SR. Technical Recruiters/Employees/Candidates.
- ✓ Worked on wide range of different skill sets.
- ✓ Effective recruiting skills by managing the candidates as well as giving the best support to the clients. Very keen on inter-personal relations within a team as well with the clients.

AREAS OF EXPERTISE

Recruitment:

- ✓ Worked on familiar Job boards like: Naukri, LinkedIn.
- ✓ Good experience in sourcing, screening and placing candidates for various positions.
- ✓ Handled the entire recruiting cycle from sourcing, screening, Interviewing and placing qualified talent.
- ✓ Short-listing the profiles, fixing up the interviews of candidates and negotiating with the candidate and thus, helping them in the overall process of Recruitment & Selection.
- ✓ Recruited resources in various technologies and platforms.
- ✓ Strong interpersonal and communication skills, creativity, excellent attitude towards teamwork and common goals achievements.
- ✓ Has through working knowledge of hiring from Naukri.

Organizations:-

Company : EXL
Designation : HR Executive
Duration : March 2022 to August 2022.

Worked On: Analytics technology & Finance Models. Majorly inclined with account handling, Vendor management, Client handling. I have also ran Naukri Campaign & helped in hiring from premier institutions.

Company : Perito Staffing Services LLP
Designation : HR Executive(Employment Consultant)
Duration : Dec 2019 to Dec 2021.

Hiring for-

Worked for Full-Stack, backend, Front end and web development stack skills.

worked for Data Analytics, data governance Analyst skills.

worked for business intelligence, BI developer, ETL, Salesforce developer, Tableau Developer, SEC Reporting, System Engineer, DevOps Engineer, oracle DBA, IBM DB2, SDET, Technical Lead.

Clients:

Worked with:

Clarivate Analytics, CPA Global, Quislex Services, Consilio, DRG Groups, Wipro, NIIT(Coforge), Shardul Amarchand Mangaldas & Co, Market Pulse, Avin System.

Worked On Technologies:

Operating System	:	Ms Dos Windows 98, 2000, 2003, 2007, XP & Vista, UNIX, LINUX.
Programming Language	:	C, C++, C#, VB etc.
Web Technology	:	Java, J2ee, JDBC, Struts, Servlet, Hibernate, EJB, JSP, Applets, Java Script, Jboss, Angular, HTML, CSS, NodeJS
Microsoft Technologies	:	.NET, VB.Net, ASP.Net, ADO.Net, WCF, WPF, MVC
Scripting Language	:	Perl, Shell, Python, JavaScript, Ruby
Databases	:	SQL, Oracle, IBM DB2, mongo DB
Testing	:	Manual Testing, Performance Testing, ETL Testing Automation Testing(Selenium Web driver), Mobile Application

Academic Qualifications:

- B.Tech from Hi-Tech Institute Of Engineering & Technology.