

SHIVANGI YADAV

Talent Acquisition Partner

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📍 Gurgaon



SUMMARY

Dynamic and motivated professional seeking a challenging position in a reputable organization to leverage my skills and training. Committed to continuous learning and growth while making significant contributions to the success of the company. Eager to apply my knowledge and expertise in a responsible role that fosters both personal and organizational development.

EXPERIENCE

Senior HR Associate

Hays Business Solutions Gurgaon, India

📅 08/2022 - Present

Talent Acquisition Partner.

Partnered with UK clients, including BMW Group and Mitie Group, to support recruitment for high-profile clients such as Amazon, Red Bull, Rolls Royce, Sellafield, and Alder Hey Children's NHS Foundation Trust, etc.

- Sourced candidates through platforms including Reed.com, One Touch, CV Library, Indeed, Monster, and LinkedIn Recruiter, covering all UK regions.
- Conducted candidate screenings and coordinated interviews based on client requirements for both IT and non-IT positions, adhering to budget constraints.
- Maintained daily tracking of recruitment activities using Power BI and ATS systems.

Senior HR Associate, HRSC Department

HCL Technologies Pvt Ltd

📅 01/2021 - 08/2022

Collaborated with Infra and Risk & Compliance teams to support recruitment efforts.

- Sourced and screened candidates using various platforms, including LinkedIn and Naukri.com.
- Conducted Versant and technical assessments in both online and offline formats for roles such as SD, RDS, DC-Ops, GAM, and SCCM.
- Maintained daily tracking of recruitment activities in the ATS. Scheduled interviews for selected candidates with hiring managers, ensuring efficient coordination.
- Closed, open positions within turnaround time (TAT).
- Coordinated with Background Verification (BGV) and onboarding teams to streamline hiring processes.

HR Recruiter

Fly-X Aerospace Pvt Ltd

📅 01/2020 - 02/2021

Focused on sourcing and interviewing candidates for sales and IT profiles.

- Conducted outreach to shortlisted candidates for sales roles, including BDA and Salesman positions, as well as IT roles such as web designers and software developers. Sourced resumes through LinkedIn, social media platforms, and Apna app. Scheduled initial interviews, gathered feedback, and facilitated the recruitment process from start to finish.

SKILLS & ACCOMPLISHMENTS

✔ Recruitment & Communication Skills

- Candidate sourcing and screening
- Experience with job portals
- Conducting initial interviews
- End-to-end recruitment process management
- Candidate follow-up and engagement
- Maintaining ATS tracker
- Scheduling interviews
- Coordinating with Background Verification (BGV) team
- Onboarding processes
- Effective verbal and written communication
- Active listening
- Convincing and persuasive speaking

💎 Software Proficiency:

- MS Excel
- MS PowerPoint
- MS Word
- Typing: English Typing (35 WPM)

💎 Honors & Awards

- Spot Award
Hays Business Solutions Recognized for exceptional performance with a Spot Award.
- Spoken Tutorial Project
IIT Bombay Participated in a project funded by the National Mission on Education through ICT, MHRD, Government of India.
- Indian Financial Literacy Conclave
Organized by Jaipuria Institute of Management, Lucknow in collaboration with Awoke India.

President, SRM Business School
Voice of Students and Event Organizer

- Led and represented the student body, advocating for student interests and concerns.
- Organized and managed various events, including inter-college sports meets and annual fetes, enhancing my managerial and leadership skills.
- Collaborated with faculty and administration to ensure successful event execution and student engagement.

EDUCATION

MBA || Human Resources & Information Technology

SRM Business School (AKTU)

📅 04/2019 - 08/2021 📍 Lucknow

Bachelor of Commerce (B.com)

Career Convent PG College (LU)

📅 03/2016 - 03/2019 📍 Lucknow

High School+2

Lucknow Public College

📅 03/2012 - 04/2015

LANGUAGES

English

Native



Hindi

Native



PROJECTS

HR-IT Recruiter (Internship)

📅 11/2021 - 02/2022

Internship focused on IT recruitment within HCL.

- Sourced and screened candidates for various IT profiles.
- Conducted tests and assisted in the recruitment process.

Parag Production Management

📅 09/2019 - 09/2019

Production Management Intern

- Gained comprehensive knowledge of the production management process for milk and dairy products, including sweets, condensed milk, butter, and ghee.
- Studied the entire production cycle from initial stages to final execution, understanding key processes and quality control measures.

SKILLS & ACCOMPLISHMENTS



CERTIFICATIONS

- TCS iON Digital Learning Hub
 - *Career Edge - Knockdown the Lockdown 2.0*
 - *Communication Skills*
- TCS iON (offered by NPTEL)
 - *Introduction to Artificial Intelligence*
- TCS iON (offered by Sky Campus Learning Institute of ICT Academy)
 - *Massive Open Online Course (MOOC) on GST*
- E-Learning College Courses
 - *Human Resource Management*
 - *Internet Marketing*
 - *Cyber Security*