

**Pamposh Raina**

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## **PROFILE SUMMARY**

A Human Resource enthusiast and an experienced professional in Sourcing, Recruitment & Talent Acquisition with over 2 Year of work experience

## **ORGANIZATIONAL EXPERIENCE**

**Beehive Systems Pvt. Ltd.**  
**HR & Admin Executive**

**Mar'24 -Till now**

**Role:**

- Managing end-to-end recruitment process from sourcing to onboarding of the candidate.
- Good understanding of for the requirement of technical and non-technical hiring.
- Understanding the department requirements and co-ordinating with managers in hiring process.
- Process documentation and prepare reports relating to personnel activities (Staffing, recruitment, training, grievances, performance evaluation etc.)
- Assisting in recruitment via sourcing candidates through various portals and updating the database.
- Helping in day-to-day operations and admin work.
- Providing clerical and administrative support to HR Manager.
- Maintaining the attendance sheet for all the employees on ESS system.

**Shapers Talent Hire Services Private Limited, Gurgaon**  
**Human Resources Executive**

**Apr'23-Mar'24**

**Role:**

- Review the job description, and understand the client requirements.
- Source and screen potential candidates as per the requirements
- Actively involved in the full life-cycle of recruitment including calling, prescreening candidates, reviewing resumes and assessing candidate's applications • Qualifying relevant candidates and sending them for submission
- Handling daily interaction and coordination with clients for key accounts
- Responsible for managing candidates from initial contact, through to interview and offer or rejection
- Responsible for managing client accounts
- Onboard new clients from both IT and Non-IT industry

**TECHNYQ, NEW DELHI**

**Jan 2022- March 2023**

**Human Resources Executive**

- Responsible for managing client accounts
- Onboard new clients from both IT and Non-IT industry
- Part of the Talent Acquisition team, responsible for end to end recruitment process
- Handling PAN India recruitment across all levels
- Review the job description, understand the business requirements and accordingly execute a search plan for identifying potential candidates to fit the requirement
- Source candidates from multiple job portals
- Assess applicants on the basis of relevant experience, knowledge, skills and competencies
- Submitting candidate profiles to the hiring managers for further security or consideration
- Scheduling interviews for the relevant candidate's Timely coordination & follow-up with the candidates

**Indian Institute of Integrated Medicines, CSIR. Jammu 6 Weeks (June- July 2016)**

Techniques for Isolation of Microorganisms from the Soil.

**Crest Biotech, Delhi 6 Weeks (June - July 2017)**

Use of Different Types of Bioreactors in Fermentation.

**Project -- Portable Water Purifier. 1 week (October 2016)**

**Project -- Adulteration of Different Products at College Level 5 days (October 2015)**

**SKILLS**

|                           |                           |                               |
|---------------------------|---------------------------|-------------------------------|
| <b>Talent Acquisition</b> | <b>Hiring</b>             | <b>End To End Recruitment</b> |
| <b>Sourcing</b>           | <b>Screening</b>          | <b>Lateral Hiring</b>         |
| <b>IT Recruitment</b>     | <b>Non IT Recruitment</b> | <b>Strong Communication</b>   |

### **ACADEMIC DETAILS**

- B.Tech from Ambala College of Engineering and Applied Research, Kurukshetra University in 2019
- 12 standard from Vishwa Bharti Higher Secondary School, Jammu with 67% in 2014
- 10 standard from Vishwa Bharti Higher Secondary School, Jammu with 81% in 2012

### **PERSONAL DETAILS**

**Date of Birth:** 05.11.1996

**Languages Known:** English, Hindi, Kashmiri & Punjabi

**Address:** D-136, Sector 48, Vipul World, Gurugram- 122001, Haryana