



# Pooja Kuhad

Having 2 + years of Experience in IT recruiting and Profound knowledge of candidate selection, interview organization, and CV shortlisting, and skilled in the use of online recruitment channels for advertising roles and headhunting candidates. A strong communicator who can cultivate and strengthen relationships with potential and existing clients to maximize positions and senior roles to help companies build an exceptional workforce to positively impact the business.

## Experience

### ○ Feb 2022 - June 2024

Technix LLC Phoenix, Arizona US (From Gurugram, India)

#### **Talent Acquisition Specialist / Technical Recruiter**

Worked at Technix LLC and Verified the required data information. Scheduled the tasks and prepared report summaries Compiled data and submitted the complete report to the management. Obtained estimates and completed documentation reports for deferred maintenance projects. Coordinated between transition and updating of project information. Worked with strong interpersonal skills to build team rapport. Worked independently with minimal direction from the State and other team members.

### ○ Jun 2020 - Jul 2020

L R I Bari industrial, Sonipat, Haryana


#### **Graduation Internship**


Scheduling and conducting Preliminary interviews for laborers and lower-level management Handled attendance records for wage payment. Data collection and data feeding .Prepared monthly HR reports.Explained salary fitment to laborers


## **Skills**

Human Resources Information Systems (HRIS), Talent Assessment & Acquisition, Candidate Sourcing & Screening, Advanced Boolean Searches Exempt & Non-Exempt Staffing, Executive Recruiting, High-Volume Staffing, Offer Negotiations, Placement & Onboarding, ATS & Recruiting Software, Social Media Recruiting Tools, Client Relationship Management Team Management, Problem-Solving, Leadership, Business Process Improvement, Tableau

## Contact

 **Phone**  
+91 96711-12376

 **Email**  
Poojakuhad8@gmail.com

 **Address**  
Sonipat , Haryana

 **LinkedIn**  
Pooja.K

## Education

**2024**

### **Master of Business Administration**

Human Recourses Management & International Business  
Deenbandhu Chhotu Ram University Of Science And Technology, Murthal Sonipat (Haryana)

**2022**

### **Bachelor of Business Administration**

Deenbandhu Chhotu Ram University Of Science And Technology, Murthal Sonipat (Haryana)

## Expertise

- Talent Acquisition
- Candidate Sourcing
- MS Office Package: MS Outlook, MS Word, MS Excel
- Recruitment & Selection
- Performance Management

## Language

English

Hindi

**Reference Up to Request**