

Paragi Chandra

Technical Recruiter | HR Analyst

Graduation - University of Delhi
Master's - Public Administration
MBA HR - Amity University

[Paragi Chandra](#) 
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Profile Summary

Experienced Results-oriented HR professional with expertise in Recruitment, Employee Relations, Stakeholder management, and HRIS systems. Proficient in talent acquisition, Payroll, and compliance. Strong communicator and Team Leader with a keen eye for detail and proficiency in HR analytics and labor laws.

Employment Details

Lead Technical Recruiter

We Hire - HR Consultancy

(April 2024 - Present)

- **Leading** the Talent Acquisition team, driving successful recruitment and hiring goals.
- Collaborate closely with clients to understand their specific hiring needs and job role requirements. Ensures smooth **client management** and candidate placements.
- Applied advanced sourcing techniques (**Boolean search**, X-ray search) to discover passive candidates on platforms like GitHub, Stack Overflow, and LinkedIn.
- Manage the **full-cycle recruitment** process, encompassing job postings, sourcing, screening, interviewing, and onboarding.
- Experienced in international recruitment across the US, UK, EU, Canada, and Australia, specializing in diverse roles and **Global talent acquisition**.
- Performed HR formalities like Letter of Intent, Appointment letter, Confirmation letter, Promotion letter, Increment letter, relieving letter, Exit Interviews, Induction, Full and Final settlements.
- Utilize applicant tracking systems (**ATS**) to manage candidate pipeline and maintain recruitment data.

HR Recruiter

Vision IAS

(Oct 2022 - March 2024)

- Experience in **end-to-end recruitment** process, including: Identifying the Hiring Need, Preparing the Job Description, Sourcing, Screening, Conducting Initial Interviews, Scheduling Interviews, Document Verification, Negotiating & Finalising job offer, Induction Round, Onboarding, Regular follow up.
- Conduct interviews using a variety of methods, like online, in-person, and telephone.
- Use ATS to manage and track recruitment progress, ensuring accurate documentation.

- **Job Portals:** Naukri.com, Indeed, LinkedIn Recruiter, Hirst, Shine, TimesJobs, Foundit/Monster, Glassdoor etc.
- **IT Recruitment:** Artificial Intelligence Engineer, Full Stack, Web Developer, Software Developer, DevOps Engineer, UI/UX Designer, QA Engineer, Lead Java, Cloud Architect, Data Analyst, Cybersecurity Specialist, System Engineer.
- **NON IT Recruitment:** BDE, BDM, Field Sales, Accountant, Graphic Designer, Social Media Manager, SME, CSR, Talent Acquisition, Operations and Supply Chain, Medical Lab Technician, Corporate Lawyer, Video Editor, Quality Assurance Specialist

Skills

Skilled in **employer branding** and **market research**, proficient in **database management** and presentation. Ensures **Stakeholder management**, excels in interpersonal communication, **training & development**, leadership, customer service. Managing **HR Operational** tasks including **Payroll** and **Management Information System**. Effective in team management, **Networking & Collaboration**.

Technical Skills

- Google Suite
- Microsoft Office Suite
- Power Point
- MySQL
- Power BI
- AI Tools
- Tableau
- HR Software, ATS
- CRM Integration

Certifications

- Strategic HRM
- Human Resource Information System
- Data Analyst
- Labor Laws
- Talent Acquisition
- Human Resource Business Partner

Personal Details

Location – Nirman Vihar, Delhi, India **D.O.B.** – 06-08-1998 **Marital status** – Unmarried **Languages** - Hindi & English