

Nandita Ojha

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☰ PROFILE

- End-to-end life cycle of recruitment from the requirement to onboarding of the candidates.
- Sourcing the candidates for the requirements on the basis of Skills, functionality, domain, experience, and qualifications.
- Well aware of portals of Naukri.com, Expertia, Monster.com, Dice, Career Builder and LinkedIn RPS.

📁 EXPERIENCE

HR Executive | Investors Clinic Infratech Pvt. LTD.

MAY, 2023 – PRESENT

- Ensure that the monthly HRP (Human Resource Planning) of the assigned vertical to be done within due TAT.
- Carry out the talent acquisition (recruitment) as per the pre-decided manpower requirements.
- The negotiation with the candidate.
- The release of offer letter within due TAT post checking of desired documentations.
- To facilitate the joining of the candidate and provide the desired assistance at the time of joining.
- To maintain the daily reports related to talent acquisition.
- To maintain cordial relationship with the assigned vertical stakeholders.
- To act as a SPOC for the assigned vertical and take care of the queries of employees.
- To perform other HR activities as assigned by the Team Leader.

US TECHNICAL RECRUITER | Head Field Solutions Pvt. LTD.

NOV, 2022 – APR, 2023

- Experience in Portal Sourcing using Dice, Monster and Career Builder and other Job Portals.
- Prepare and post jobs to appropriate international job board like dice, monster, career builder etc.
- Source and attract candidates by using databases, social media etc.
- Screen candidate's resumes and job applications.
- Conduct interviews using various reliable personnel selection tools/methods to filter candidates within schedule.
- Responsible for managing the recruiting process to including sourcing, interviewing, technical screening, presenting and closing candidates.
- Gather candidate including compensation requirements, reason for leaving or exploring opportunities, interview activity, ideal position and responsibilities and leverage to position in favor while job offering or negotiating pay and counter offers.
- Negotiating terms of employment.

- Develop and maintain a growing pool of qualified candidates by employing traditional recruiting practices such as creating job postings, utilizing extensive database and internet sites (i.e. DICE, CareerBuilder, LinkedIn/LinkedIn Recruiter, etc.)
- Talent Search Sourcing: CareerBuilder, Monster, DICE, Indeed, LinkedIn & X-ray Search.
- Experience in working on contract; contract-to-hire and permanent openings.

IT RECRUITER | IITMATRIX (India entity – Techmasters Infomatrix)

JUNE, 2022 – SEP, 2022

- Sourcing the candidates from naukri.com and monster.com.
- Sourcing the candidates for the Malaysian Client's as well as Singapore Client's.
- Headhunt to the candidates.
- Sourcing Candidates through different portals using Boolean search.
- Hands-on experience with various interview formats (e.g. Teams, Zoom, Google Hangouts).
- Experience using LinkedIn Talent Solutions to source quality candidates.



ACHIEVEMENTS

- Received Letter of Recommendation from Youth Empowerment Foundation.
- Received Star Performer of the Week as Human Resource from Youth Empowerment Foundation.
- Received Certificate of Achievement in Organizational Behavior and Human Resource Management from GIBS Business School.
- Received Certificate of Appreciation in Recruitment and Appraisal Management from Jaipuria School of Business.
- Received the Certificate of Excellence in contribution as a part of the organizing committee of ELIXIR 2021, organized by the Youth Empowerment Foundation.



EDUCATION

- Post Graduation Master's of Business Administration (Human Resource Specialisation) under Abdul Kalam Technical University from PSIT College of Management – (2022).
- Graduation Bachelor's of Business Administration under Chhatrapati Shahu Ji Maharaj University, Kanpur. from Jagran College of Arts, Science and Commerce – (2020).
- Intermediate from Central Board of Secondary Education, from Sughar Singh Academy - (2017).
- High School from Central Board of Secondary Education, from Sughar Singh Academy – (2015).

DECLARATION

I hereby declare that all the information provided above is accurate to the best of my knowledge.

Signature

Nandita Ojha

