

Soumya Sarika

Mobile No: +91 - 9308348475

E-mail: soumya.singh7426@gmail.com

EMPLOYMENT HISTORY

Analyst, Capgemini

11th Jan 2022 to Present

- Sourcing of IT and Non-IT Profiles, resume screening for the shortlisted candidates.
- Coordinate with shortlisted candidates to schedule their Interviews with internal or client team.
- Responsible for documentation of selected candidates and conduct initial HR Discussions with them.
- Responsible for final offer submission in the system and coordinate with QC & BV Team for Offer release of the selected candidates.
- Responsible for Job postings and Mass mailing to candidates on Naukri Portal for Critical positions.
- Update the candidate information and status on applicant tracking system on Daily basis.
- Hire employees and process hiring-related paperwork.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Interview job applicants to obtain information on work history, training, education, or job skills.
- Coordinate with outside staffing agencies to secure employees, based on departmental needs.

Software Associate HR intern, Capgemini (Internship)

9th July 2021 to 8th Jan 2022

- Contact job applicants to inform them of the status of their applications.
- Interview job applicants to obtain information on work history, training, education, or job skills.
- Coordinate with shortlisted candidates to schedule their Interviews with the internal team.
- Responsible for final offer submission in the system and coordinated with BV Team for Offer release of the selected candidates.

SKILLS

Requirement Gathering, Sourcing, Resume Screening, End to End Recruitment, Documentation, HR Discussions, Onboarding, Scheduling, MIS Data Management, Coordinating, Vendor management, Niche Hiring, Bulk Hiring, Non-It Hiring, BPO and KPO Hiring.

SKILLS WORKED AT

AEM, Adobe Campaign, Adobe Analytics, SFMC, AEM QA, Supply Planner, Demand Planner.

TOOLS

- ATS - SAP
 - Test Platform – IMocha
 - Sourcing – Naukri, LinkedIn, Monster
 - Analytics – Microsoft Excel
-

EDUCATION

- B.com from Dharendra Mahila P.G. College, Varanasi - 2020
- 12th, CBSE from DAV Public School, Patna - 2016
- 10th, CBSE from DAV Public School, Patna - 2014