

Shristi Upadhyay

Talent Acquisition

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📍 Ballia Uttar Pradesh 277208

Dedicated IT Recruiter with more than 2 years of experience in the technology industry. Proven track record of successfully sourcing, assessing, and placing top-tier IT professionals across various domains. Expertise in leveraging platforms such as Naukri.com, LinkedIn, Indeed, Xrey Search, and Monstar to source, attract, and retain top-tier talent. Proficient in Boolean search techniques and committed to driving organizational success through strategic recruitment efforts.

Experience

● IT Recruiter

Quytech PVT LTD

April 2024 to Present

Gurugram, Phase V

- Proven track record in recruiting for Contract to Hire (C2H) positions and niche IT profiles.
- Extensive experience in client handling and relationship management.
- Demonstrated success in full-cycle recruitment, from sourcing to placement.
- Identify and attract top IT talent through various channels, including job boards, social media, networking events, and direct outreach.
- Focus on niche IT profiles, ensuring a deep understanding of specific technical skills and industry trends to find the best candidates.
- Using Zoho ATS for tracking the profiles.
- Manage the full lifecycle of the C2H recruitment process, from initial contact through to conversion to permanent placement.
- Negotiate contract terms and facilitate smooth transitions from contract to full-time employment.
- Track and report on key recruitment metrics, including time-to-fill, cost-per-hire, and placement success rates.

● Talent Acquisition / IT Recruiter

SubcoDevs IT Consulting And Services Pvt Ltd

August 2022 - March 2024

Greater Noida

- Expertise in the areas of Staffing, Recruiting, Sourcing, Campus hiring, Reporting, Interview coordination, Salary Negotiation, Executive Hiring.
- Work closely with hiring managers to understand their requirements, provide regular updates, and adjust recruitment strategies as needed, Extend job offers and negotiate compensation packages in line with company guidelines and market trends.
- Oversee the onboarding process, including paperwork, orientation, and introduction to company policies and culture.
- Utilize various channels such as job boards like Naukri.com, LinkedIn, Indeed, social media, and networking events to identify potential candidates for open positions.

- Administer technical assessments and skill tests to gauge candidates' technical proficiency.
- Maintain a healthy pipeline of qualified candidates for current and future openings.
- Preparing HR-related reports as needed.
- Managing employee records, ensuring accuracy and confidentiality, and handle HR-related documentation.
- Maintaining employee attendance and update it accordingly.

● **Human Resource Intern**
iFortis Worldwide

August 2021 - September 2021
Ballia (Work From Home)

- Candidate Sourcing: Identifying and sourcing potential candidates through LinkedIn.
- Resume Screening: Review resumes to assess candidate qualifications and suitability for positions.
- Interview Coordination: Scheduling and organizing interviews between candidates and hiring managers.
- Database Management: Update and maintain candidate databases with accurate and up-to-date information.
- Job Description Drafting: Support in drafting clear and comprehensive job descriptions to attract qualified candidates.
- Job Posting: Aid in posting job openings on company websites, job boards, and other relevant platforms.

Education

JNCU University

- Bachelor of ART
- Percentage :54%

2020

STEP HBTI University

- Master of Business Administration
- Percentage :71%

2022

Skills

- Proficient in applicant tracking systems (ATS) & HRIS platforms such as Keka, Salesforce.
- Solid understanding of IT Recruitment.
- Strong organizational and time management skills
- Ability to work effectively in a fast-paced, dynamic environment
- Strong interpersonal and communication skills
- Excellent negotiation and influencing abilities

Awards

Feb 2023 | Subcodevs,INC. The Best Employee of the Month

