# Preeti Joshi

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## ABOUT ME

Experienced Technical Recruiter with 3 years experience specializing in sourcing and securing top-tier talent. Proficient in full recruitment lifecycle, building strong client-candidate relationships, and filling challenging roles across IT, software, and engineering. Skilled in utilizing recruitment tools, understanding technical requirements, and delivering high-quality results in fast-paced environments.

## KEY COMPETENCIES

- Talent Sourcing
- Candidate Screening
- Interviewing

- Relationship Building
- Negotiation
- Technical Knowledge

- Networking
- Communication
- Time Management

## PROFESSIONAL EXPERIENCE

**Pyramid IT Consulting Pvt. Ltd.**                          **Sept 2022 - Dec 2023**
**Executive Resourcing**

Recruited for diverse positions including Salesforce Developer, Java Developer, Frontend Developer, Full Stack Developer, Cyber Security Specialist, Node.js Developer, ServiceNow Specialist, React.js Developer, Process Trainer, and Voice Associate. Responsibilities included handling hiring at all levels (junior, middle, senior), understanding client manpower requirements, posting jobs and conducting mass mailings on platforms like LinkedIn and Naukri, scheduling and coordinating interviews, and following up with candidates from offer stage until they joined the organization.

**Jconnect Infotech Pvt Ltd**                          **Mar 2022 - Sept 2022**
**Technical Recruiter**

Recruited for a variety of IT roles including Java Developer, Scrum Master, Android Developer, DevOps Engineer, Incident Manager, Qliksense Developer, Automation Engineer, Oracle DBA, ServiceNow Developer, Performance Tester, RPA Developer, and IT Service Desk, as well as non-IT roles like Immigration Coordinator. Responsibilities involved handling the end-to-end recruitment process, gathering and analyzing job descriptions and skill requirements, sourcing profiles from job portals such as Naukri and LinkedIn, conducting initial screenings and shortlisting candidates, scheduling interviews, and managing follow-up and joining formalities.

**Narang Staffing Solutions**                          **Jan 2021 - Feb 2022**
**HR Recruiter**

Specialized in IT recruitment for roles like PHP Developer, Java Developer, and Android Developer. Managed end-to-end hiring, job postings, candidate screening, interview coordination, and follow-ups, ensuring seamless recruitment processes and successful candidate placements.

## EDUCATION

**MA. IRPM**                          **2017-2019**
Human Resource
Mahatma Gandhi Kashi Vidhayapeeth

**B.Com (Hons)**                          **2012-2015**
Human Resource
Banaras Hindu University, Varanasi

## TRAINING EXPERIENCE

- National Skill Development Council: Financial training in the banking sector, 1 month
- National Thermal Power Corporation (NTPC), Shaktinagar: Eight weeks vocational training program in the HR department, 2 months
- Coal India Limited (CIL): Vocational training in the HR department, 2 months
- Coal India Limited (CIL): Vocational training in the CSR department, 2 months