

# POOJA YADAV

## TECHNICAL RECRUITER

PHONE | (+91) 9813890825  
EMAIL | poojajhagdolia@gmail.com  
LOCATION | Gurugram, INDIA  
EXPERIENCE | 3 Years 0 Month

### Key Skills

- Training
- Recruitment
- IT Recruitment
- IT Staffing
- Technical Recruitment
- Non It
- Talent Acquisition
- Leadership Hiring
- Senior Level
- Head Hunting
- Executive
- Non IT Recruitment

### Certification

- Diploma In Computer

### Languages

- English
- Hindi
- Haryanvi

### Social links

### Profile Summary

Human resource professional holding 3+years of experience in both IT and Non It recruitment.

### Work Experience

#### Technical Recruiter

Adreno Technologies

08/2022 - Present

Recruitment, Data base management, IT recruitment, Naukri portal, Finding candidates, Screening candidates, Interviewing candidates, Negotiating terms, Onboarding new hires, Tracking metrics, Building relationships, Writing and posting job openings,

#### Team Leader

Variation Compusolution

09/2021 - 08/2022

I am working as team Leader, handling team of both IT and Non-IT recruiters. Also in client engagement role. I am working with global clients and also in client handling role. Responsible for all the day to day activities and monthly targets of team. Apart from handling team , I am also working as an individual contributor. Handling all end-to-end requirements. Also engage in talent acquisition and inhouse hiring. Provide training to team members when recquire and training to the fresher's. Handling all weekly and monthly

- [www.linkedin.com/in/pooja-yadav-b566321ab](https://www.linkedin.com/in/pooja-yadav-b566321ab)

meetings.

## Education

### **MBA/PGDM - HR/Industrial Relations** 2021

Maharishi Dayanand University (MDU),  
Rohtak(World College of Technology &  
Management Gurugram)

Grade - 75%

### **B.Sc - General** 2019

Maharishi Dayanand University (MDU), Rohtak

Grade - 65%

### **12th** 2016

Haryana , English

Grade - 80-84.9%

### **10th** 2014

Haryana , English

Grade - 90-94.9%