

SNEHA TIWARI

TA Associate- Recruitment with 3 years of experience Contact:
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PROFESSIONAL SUMMARY

Experienced HR professional with 3 years specializing in IT & Non IT Recruitment & Sourcing, Lateral Recruitment, Bulk hiring, Executive Search, HR, Vendor Management, and Recruitment Drives Management. Proven track record of closing IT, Techno-Functional, and Functional requirements. Skilled in sourcing for Senior Management, and Junior Roles. Strong interpersonal, negotiation, and coordination skills. Efficient in multitasking and maintaining a pleasant work atmosphere. Highly motivated with a passion for learning new technologies and strong work ethics.

WORK EXPERIENCE

Open Solutions Infrastructure (HR Executive)

Sep 2023- Till Now
Gurgaon

Key Performance Areas:

End to end to performance management, HR Policy, Procedures Formulation, Training Development, Employee Engagement Employee Welfare, Retention Exit Management, and Employee Issues.

- **Posting, Internal Resources, referrals and Social Networking:** Manage job postings on various platforms, tap into internal resources and referrals, and leverage social networking to identify potential candidates.
- **Conducting and Coordinating Interviews:** Coordinate technical interviews and conduct HR interviews, ensuring a smooth and efficient interview process.
- **Offer Roll Out & Onboarding:** Handle documentation and facilitate the seamless roll-out of job offers. Ensure new employees have a positive onboarding experience.
- **Collaborate with hiring managers to understand job requirements and clarify job profiles.** Prepare comprehensive interview questionnaires for each role, ensuring alignment with hiring needs.
- Utilized Google Sheets for efficient data management and organization.

TALENT ACQUISITION (RECRUITMENT EXECUTIVE)

Feb 2023 – July 2023
Gurgaon

DIGITAL WEB SOLUTION (In House Hiring)

Key Performance Areas: Sourcing, Recruitment across location, HR interviews, On-boarding, Requirement understanding, salary negotiating, Interview coordination.

- **Requirement Gathering:** Collaborate with hiring managers to understand job requirements and clarify job profiles. Prepare comprehensive interview questionnaires for each role, ensuring alignment with hiring needs.
- **Sourcing:** Utilize effective strategies to source candidates with specific skills, leveraging platforms such as LinkedIn, Naukri, and Indeed. Proactively search for suitable profiles in the areas of Storage and Backup.
- **Job Posting, Internal Resources, and Referencing & Social Networking:** Manage job postings on various platforms, tap into internal resources and referrals, and leverage social networking to identify potential candidates.
- **Conducting and Coordinating Interviews:** Coordinate technical interviews and conduct HR interviews, ensuring a smooth and efficient interview process.
- **Offer Roll Out & Onboarding:** Handle documentation and facilitate the seamless roll-out of job offers. Ensure new employees have a positive onboarding experience.
- **Pipeline Development:** Establish and nurture a pipeline of potential candidates for future job orders. Generate referrals through effective networking and relationship building.
- **Full Recruitment Responsibility:** Manage end-to-end recruitment processes, including specialized senior positions and specific-skilled professionals.
- **Tracker Maintenance:** Maintain daily, weekly, and monthly trackers and detailed sheets to ensure accurate record-keeping and efficient tracking of recruitment activities.
- Conduct proactive candidate searches, aligning candidates' skills and qualifications with the specific needs of the company.

Key Performance Areas: Sourcing, Recruitment across location, HR interviews, On-boarding, Requirement understanding, salary negotiating, Interview coordination.

- Managed the full life cycle recruitment process, overseeing hiring initiatives nationwide.
- Screened and shortlisted candidate profiles based on client requirements, ensuring a strong fit for each role.
- Sourced candidates from various channels, including internal applications, job portals (Naukri, LinkedIn), and maintained a comprehensive database for future use.
- Demonstrated expertise in permanent staffing, successfully filling positions across diverse profiles.
- Specialized in sourcing candidates for niche profiles, showcasing a keen eye for identifying top talent.
- Led end-to-end recruiting activities, including sourcing, technical phone screening, assessment tests, salary negotiation, and offer closure.
- Maintained strong follow-up with candidates throughout the onboarding process and fostered relationship generate referrals.
- Actively maintained a resume database to build a pipeline for future requirements.
- Developed and nurtured relationships with candidates, leveraging platforms like LinkedIn to obtain quality referrals.
- Ensured accurate and up-to-date data management, maintaining strong data sheets for daily and monthly reporting.
- Collected necessary offer and background check details from candidates, facilitating a smooth offer process.
- Managed documentation processes for contract-to-hire candidates.
- Utilized Google Sheets for efficient data management and organization.

SKILLS

Talent Management, MS Excel, MS Office, MS PowerPoint Google Sheets, Talent Acquisition, Communication, Relationship Building, Adaptability, Problem-Solving, Conflict Resolution, Empathy, Confidentiality, Organizational Skills, Teamwork, Leadership

EDUCATION

- MBA, AKTU, 2022
- Bachelor of Commerce, Rajshree Tandon University 2019
- Intermediate (XII), Jagat Taran Girls Inter College 2016
- Matriculation (X), Jagat Taran Girls Inter College 2014

PERSONAL DETAILS

- **Address:** Sec 76 Gurgaon Haryana
- **Date of Birth:** 20th JUL 1999
- **Language Known:** English & Hindi
- **Marital Status:** Single
- **Nationality:** Indian