

Pooja Tiwari

Recruiter



2 Years 4 Months



(+91) 9956876048



poojat1926@gmail.com



Profile Summary

Experienced Non-IT Recruiter with nearly two years of adeptness in lateral and bulk hiring. Demonstrates adeptness in collaborating closely with hiring managers to discern nuanced entry to mid-level hiring requirements. Proficiently utilizes an array of sourcing techniques, including leveraging prominent job portals such as Naukri.com, to attract a highly qualified candidate pool. Exercises a meticulous approach in executing comprehensive end-to-end recruitment processes, encompassing rigorous resume screening, skill assessments, and in-depth interviews to thoroughly evaluate candidates for skills, qualifications, and cultural alignment. Recognized for outstanding performance and significant contributions to the recruitment team, having been honored with prestigious accolades such as the SPOT and ACHIEVERS Awards. EVERS Awards. These accolades serve as a testament to my exceptional performance and the impactful contributions I have made to my recruitment team.



Key skills

- campus hiring
- non it recruitment
- talent sourcing
- employee engagement
- end to end recruitment
- sourcing profiles
- lateral hiring
- recruitment
- talent acquisition
- leadership hiring
- bulk hiring
- volume hiring
- mass hiring
- job posting
- bpo hiring
- sales hiring



Personal Information

City **Noida**
Country **INDIA**



Languages

- English



Social links



Education

B.Com, 2021

Lucknow
University

12th, 2018

CBSE, English

10th, 2016

CBSE, English



Work Experience

Jul 2024 - Present

Recruiter
NLB Services

Sep 2023 - Jun 2024

Non IT Recruiter
iEnergizer

Seasoned Non-IT recruitment professional with a distinguished track record of excellence in bulk hiring endeavors. Recognized for adeptly sourcing, rigorously screening, and seamlessly onboarding significant volumes of candidates across diverse sectors including aviation,

telecommunications, electronics, e-commerce, and digital realms. Proficient in deploying sophisticated sourcing methodologies and leveraging state-of-the-art technology to orchestrate recruitment operations with precision and achieve formidable hiring objectives.

May 2022 - Aug 2023

Talent Acquisition Executive

Info Edge (India) Limited

Collaborated closely with hiring managers to comprehensively grasp non-technical entry to mid-level staffing requisites spanning all domains within Info Edge's portfolio (including Naukri, 99acres, Jeevansathi, among others). Employed a diverse array of sourcing methodologies encompassing job boards, social media platforms, and networking channels to attract highly qualified candidates. Formulated and executed robust sourcing strategies aimed at attracting a multifaceted pool of exceptional talent for diverse roles. Conducted meticulous screening and evaluation of resumes, applications, and candidate profiles to discern ideal matches for open positions. Orchestrated both in-person and virtual interview processes to assess candidates' competencies, credentials, and cultural alignment. Cultivated and sustained a robust candidate pipeline, nurturing enduring relationships with prospective candidates. Additionally, assumed responsibility for documentation tasks and crafting offer letters for newly onboarded employees. Acknowledged with both the SPOT and ACHIEVERS Awards in recognition of exemplary performance and invaluable contributions to the recruitment team.



Internship

61 Days

Aranca

Coordinating with multiple Hiring Managers, HRBPs and ensure timely feedback. Source candidate using resume databases, networking, internet job boards and employee referral and pre screened resume before sending it to Hiring Managers. Create, updates and coordinates candidate pipeline. Follow up with new employees to ensure successful onboarding.

90 Days

HCLTech



Certification

- Digital marketing
- HR intern of the month
- Best Meeting Representative