

RIYA ARORA

TECHNICAL RECRUITER

CONTACT

+919643508087

arora.riya0507@gmail.com

SKILLS

Sourcing
Niche Talent Acquisition
Convincing and Negotiation
End to End Recruitment
Diversity Hiring
Knowledge of Technical Skills And Industry Trend.
Target Driven
Training and Mentoring
Recruitment Software Proficiency: ATS
Networking
Stakeholder Management

EDUCATION

MBA (HUMAN RESOURCES MANAGEMENT)

NMIMS

2021 - 2023

BA(JMC)

Tecnia Institute of Advanced Studies

2017 - 2020

ACHIVEMENTS

2022 - 2023

Was awarded a certificate of commendation for outstanding performance in second quarter.

2023 - 2024

Was awarded a certificate of communication for outstanding performance in second quarter.

DECLARATION

I solemnly declare that all the above information is accurate, to the best of my knowledge and belief.

PROFILE

Highly skilled technical recruiter with experience in sourcing, attracting, and hiring top talent in the tech industry. Strong understanding of technical roles, skills, and industry trends, enabling successful matching of candidates with appropriate positions. Dedicated to providing exceptional candidate experiences while meeting organizational hiring goals and objectives. Seeking a role where I can leverage my industry knowledge, and talent acquisition experience to effectively identify and onboard exceptional professionals, contributing to the achievement of organizational goals and objectives.

WORK EXPERIENCE

Senior Technical Recruiter

Biz Staffing Comrade PVT LTD, New Delhi

03/2022 - Present

- Experienced technical recruiter with a proven track record in sourcing, screening, and hiring top talent in the technology sector.
- Proficient in utilizing various sourcing methods such as LinkedIn, Naukri.com, and networking portals to attract qualified candidates.
- Strong understanding of technology roles and requirements, including software development, engineering, data science, and IT.
- Leveraged ATS to streamline candidate tracking and selection.
- Have worked on multiple positions for clients like Google, Amazon, Flipkart, Salesforce, UBER, PhonePe, Atlassian, Expedia, Harness and various other top notch giants and Unicorn Startups.
- Expertise in head hunting across all levels from SDEs, TL, Staff SE, Architects, EM/SEM, DOE from different domain like Backend Developers specializing in Java (Spring Boot), Python (Django/Flask), Go, C++, .Net, and Node.js, Frontend Developers adept in AngularJS, ReactJS, JavaScript, Vue.js, jQuery, HTML, and CSS, Full-Stack Developers, Mobile Developers proficient in Android (Java, Kotlin) and iOS (Swift, ObjectiveC), QA Testing experts skilled in Manual Testing, Automation, Data Scientists, DevOps/SRE specialists as well as Product Managers.
- Coordinate and facilitate interview processes, including scheduling, feedback collection, and offer negotiations.
- Build and maintain strong relationships with hiring managers to understand their staffing needs and provide timely recruitment support.
- Sourced & closed multiple positions with multiple clients in a very competitive market and ongoing recession time.
- Expertise in niche recruitment of Diversity for various clients.

Media Analyst

Wizikey, New Delhi

09/2021- 02/2022

- Communicated professionally with individuals across varying demographics and conducted unbiased research and review.
- Compiled research using rigorous methods and published in-depth reports for private and public review.
- Built and maintained spreadsheets to facilitate data manipulation and analysis.
- Drafted and revised detailed reports according to deadlines and exceeded desired results.
- Conducted statistical analysis and generated findings with support of associates and team members.