

Diksha Gupta

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Professional Summary:

Holding 2 years of experience in IT staffing which includes 8 months of US IT Operations. Currently involved in APAC Staffing, focussed on customers of Singapore. Experienced in full life cycle of recruitment, right from gathering requirements, sourcing candidates, rate negotiation, and profile submission, scheduling interviews and following the later stages.

Education:

Master's in Business Administration, Human Resources /Marketing – 2021

School of Management Sciences, Lucknow

Bachelors of Science, Stream - Biology - 2019

Chhatrapati Shahu Ji Maharaj University, Etawah

Professional Experience:



Consultant - IT Services (APAC Region)

Aryan Solution Pte. Ltd.

Oct 2021 – Present

Responsibilities:

- Responsible for full life-cycle recruitment.
- Experienced in mid/senior level recruitment, sourcing candidates, telephonic screening of the profiles - checking for technical fitment, behavioural fitment.
- Working for APAC Region.
- Review Resumes and credentials for suitability of skills, experience and knowledge in relation to position requirements.
- Following resourcing strategies such as - Database, Monster, LinkedIn, Xray search, employee referrals, cold calls and direct mailing.



VBeyond Corporation

Associate IT Recruiter (US Ops)

Feb 2021 - Sept 2021

Responsibilities:

- Involved in entire Recruitment life cycle process such as Sourcing resume from international job portals like CareerBuilder, Indeed.com, Monster.com.
- Initial resume screening, interviewing, Rate Negotiation, Resume submission to the client, Interview scheduling, Feedback, Reference check, offers and closing.

- Responsible for recruiting qualified professionals interested in Corp-2-Corp (C2C)/, W2 and Contract-To-Hire (C2H) employment.
- Responsible for gathering, prioritized and allocating client's requirements in a high volume, time-sensitive environment to meet deadlines.
- Sourcing the right talent through social media, Job boards, Head-hunting and cold calling.

Internship:



Human Resource

Digifuse

06/2020 – 08/2020

Responsibilities:

- Co-operate in Business Development Strategies.
- Focused on hiring candidates for the internship.
- Experience of using Internshala & LinkedIn for sourcing candidates.