Himanshi Shyam

Talent Acquisition Executive

2 Years 0 Month | (+91) 9315941228 | himanshishyam19888@gmail.com

Key skills

- Recruitment Management
- Stakeholder Management
- Negotiation
- Screening
- IT Recruitment
- Corporate Recruitment
- Non IT Recruitment
- Vendor Management
- Cold Calling
- Job Description

Personal Information

City	**New Delhi**
Country	**INDIA**

Languages

- Hindi
- English

Profile Summary

Experienced and effective Recruiter adept in all aspects of recruitment support and solutions. Bringing forth several years of industry experience and expertise in talent sourcing, screening, interviewing, and placing.

Education

B.A, 2021

Gargi College, Delhi

12th, 2018

CBSE, English

10th, 2016

CBSE, English

Work Experience

Jan 2024 - Present

Talent Acquisition Executive

Vibes Healthcare Ltd

- Conducted interviews with prospective candidates, evaluating their technical skills, cultural fit, and potential contribution to the organization.
- Implemented innovative sourcing strategies to attract top-tier talent.
- Collaborated with hiring managers to understand their staffing needs and devise tailored recruitment plans to fulfill those needs efficiently.
- Worked on from Executive level positions to head level positions
- Negotiate with potential candidates & release the Offer & Appointment letters
- On boarding of new employees over virtual call

- Giving demo of KYC Portal to new employee.
- Handling documents & maintain proper file of each & every employee.
- Hands on with Job Boards, Applicant Tracking Systems, and Social Media hiring
- Connecting with vendors for the man-power requirements.
- Maintain document file of every employee
- Taking the onwership of Engagement activities like birthday celebrations or any day special

Oct 2022 - Nov 2023

Talent Acquisition Specialist
CityMalll

- Coordinating with hiring managers to identify staffing needs.
- Sourcing potential candidates through online channels
- Plan interview and selection procedures, including screening calls.
- Maintain records of all materials used for recruitment, including interview notes and related paperwork, to share with key stakeholders
- Compile lists of the most-suitable candidates by assessing their CVs, portfolios, and references
- Roll out offers.
- Update Job descriptions
- Taking complete ownership & accountability of hiring for the domain/team that has been allocated to you
- Source potential candidates through online channels Naukri, LinkedIn, Hirist , iimjobs , and other portals.