



ANUSHKA SRIVASTAVA

Technical
Recruiter/Certified
Maestro Recruiter

PROFILE

Talent Acquisition Specialist with 1.5+ Years of experience in end-2-end recruitment process, my expertise spans across technical, non-technical & product recruitment enabling me to cater to diverse hiring needs. I pride myself on building strong networks & maintaining relationships with the talent pool, ensuring timely placements & successful hiring initiatives.



CONTACT DETAILS:

Phone:
8077580002, 8171381418

LINKEDIN:
https://www.linkedin.com/in/anushkasrivastava28-46221a196?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_contact_details%3BWiqWZa7dQKkuWCTOFzYrlw%3D%3D

EMAIL:
coolanushkasrivastava2013@gmail.com
anushkasrivastava2882@gmail.com

EDUCATION

BBA in HR (2018-2021)
Graphic Era Hill University, Dehradun, Uttarakhand

Higher Secondary School (2018)
Gurukul International School

Secondary School (2016)
Gurukul International School,

WORK EXPERIENCE

SPARXIT | Talent Acquisition Specialist (Noida)

Aug 2024 – till now

- Handling the TA team and assessing their performance metrics.
- Working as a front-end Talent Acquisition lead, diligently taking care of stakeholder management by understanding the desired need for the job openings.
- Screening, shortlisting, hiring, post-selection, and joining formalities. Market analysis, salary benchmarking, and re-designing as per market change.
- Execution of ATS software (fresh works along with the team) for recruitment process
- Execute sourcing strategies to fill current openings and help build a healthy pipeline of qualified candidates for future opening
- Perform background verification check for offered candidates
- Hands on with 360 life cycle of recruitment cycle with IT & Non-IT hirings
- Salary mapping, maintaining & updating database

Pylon Consulting | IT Recruiter.

June 2022 – August 2023

- Managing 360-degree recruitment process.
- Managing complete Recruitment Life Cycle, starts from sourcing, screening, scheduling, managing and completing the interview process.
- Understanding the Job requirement and mapping it with available resources.
- Evaluate candidates during resume review, screening & interview process and simultaneously Record, maintain and track all recruiting activities in the Applicant Tracking System
- Extraction of suitable candidates depending on the requirement from various channels of sources like Job Portals, Professional Networks, leads, Referrals (Naukri.com, Monster.com, LinkedIn & reference.)

- Hiring for various clients like Snapdeal, Epsilon, Krafton(PUBG), InfoEdge, Flyhomes, EXL, Prezentium (Prezent.ai), Bytedance, FutureFirst, Gameberry Labs, BhartPe and many more.

HR Executive | Edge360 (Company wind up)

April 2022 – June 2022

- Managing day-to-day office routine work.
- Hiring City Manager, Team Leader, & BDE for Amazon, Meesho for the different locations.
- Sourcing, Screening candidates from different portals such as Hirect, and Shine, and referencing and Shortlisting the perfect match as per the requirements.
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Optimum Future | HR Recruiter Intern

July 2021 – Nov 2021

- End-to-End Recruitment. i.e., Screening, Scheduling, Following up, Documentation, On-Boarding
- Identifying prospective candidates through Portals and References
- Understanding and Briefing the company profile, JDs, Roles, and responsibilities to the candidate and operations.
- Submission of short-listed profiles to the client and arranging interviews Facilitating Technical Interviews which could either be telephonic / Face to Face or via Videoconferencing
- Follow-Up, interacting with candidates and the Managers till the Candidate's Date of joining.

SKILLS:



