



SONIA RASTOGI

Talent Acquisition Specialist

EDUCATION

Masters of Business Administration (Human Resources)

2020-2022

DR. APJ Abdul Kalam Technical University

Bachelors of Commerce

2017-2020

Chaudhary Charan Singh University

WORK EXPERIENCE

NUSTAR TECHNOLOGIES – Talent Acquisition Specialist

(AUG 2022 – Present)

- Evaluated resumes, interviewed, and presented qualified candidates to hiring managers and solicited feedback to refine recruiting strategy.
- Sourced and screened candidates for technical roles and worked with hiring managers to coordinate interviews, offers, and onboarding.
- Collaborated with hiring managers to determine job requirements and understand departmental needs.
- Developed and maintained applicant tracking system, tracking all job openings, applicant, and interviewing activity.
- Assisted with writing job postings and job descriptions for boards.
- Worked on more than 20 IT profiles including Full Stack Developer, React JS, Node JS, Data Engineer, Cognos Report Developer, IT Project Manager, SAP Profiles, Oracle profiles etc
- Hands-on experience with full-cycle recruiting using various interview techniques and evaluation methods
- Execute headhunting, talent sourcing and networking strategies
- Sourcing candidate profile from various portals like Naukri, LinkedIn, Shine, Monster, indeed, etc.
- Lead candidate through the interview process and gather interview feedbacks.

PROFILE

Dedicated Talent Acquisition Specialist, successful at managing full recruitment life cycle.

Develops and implements customized strategies to meet specific position requirements and source qualified candidates.

Offering 1+ years of experience in recruitment strategies.

CONTACT

PHONE:

+91 7906544867

LINKEDIN:

<https://www.linkedin.com/in/soniarastogi18/>

EMAIL:

Soniarastogi18@gmail.com

SKILLS:

Sourcing
Interviewing
Recruitment Strategies
Applicant Tracking System
Pre-Employment Screening
Head Hunting
Technical Recruitment

CERTIFICATIONS:

Ultimate HR Generalist & Human Resource Management Course – Udemy

<http://ude.my/UC-fb860cfa-b891-4c88-8465-7b7016902c29>

HR Analytics Course – Great Learning

<https://olympus.mygreatlearning.com/courses/88880/certificate/>

HDFC BANK – HR Intern

(AUG 2021 – SEP 2021)

- Worked with HR team to coordinate company events.
 - Maintained relationships with personnel using strong collaboration and teamwork skills.
 - Developed strong written and verbal communication skills.
 - Filed paperwork, sorted, and delivered mail and maintained office organization.
 - Updating company databases by inputting new employee contact information and employment details
 - Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies
 - Posting job advertisements to job boards and social media platforms
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