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CORE COMPETENCIES

- Talent Acquisition
- HR Strategies & Operations
- Stakeholder Management
- Process Enhancements
- ATS/VMS
- Naukri Portal
- ITap
- LinkedIn Recruiter
- MS office
- Workforce Management



SOFT SKILLS

Problem Solver
Time Management
Critical Thinking
Negotiation
Adaptability & Resilience

EDUCATION



- MBA (HR and Finance) | Deen Dayal Upadhyaya University, Gorakhpur | 2020- 2022 | 8.51 CGPA.
- B.Com | Deen Dayal Upadhyaya University Gorakhpur | 2016-2019 | 62%
- 12thStd.(Commerce) | Sanskriti Public School, Gorakhpur | 2014-2016 | 86.2%

PRIYANKA MISHRA

Career Objective

I am a result-oriented Talent Specialist having 3+ years of hands-on experience with IT and Non IT end to end recruitment process, targeting opportunities in **Human Resource Management (Talent Acquisition)** with an organization of repute to make best use of my skills and knowledge and to keep growing mutually with the organization.



Work Experience

Executive Talent Acquisition
HCL Technologies, Noida

March 2023 - Present

Responsibilities:

- Working as a Talent Acquisition executive for the Domestic Market for both technical and non-technical roles including social sector and technology domains.
- Expertise's in **end to end recruitment** life cycle from hiring initiation, screening/Interviewing, coordinating interviews, Selection, Negotiation with candidates, releasing the offer letter and onboarding.
- Working closely with Hiring Managers/Project Managers to get detailed requirements along with meeting the deadlines for submission per requirements.
- Extensively sourced profiles from Job Portals (**Naukri, Monster, Devnet Job LinkedIn Recruiter etc.**), Social Networking Sites (**LinkedIn, WhatsApp, Facebook, etc.**) and **Employee Referrals**.
- Working on **Project Hiring, Bulk Hiring, Leadership Hiring**.
- Managing **weekday / weekend drive** and ensuring majority of the requirements are closed during the drives.
- Understanding and **gathering the requirements** from different business leads for making strategies and develop hiring plans accordingly.
- Successfully filled critical roles in technology and social impact sectors, balancing specialized skill sets with strong focus on inclusivity and talent diversity.
- Manage and track all phases of the recruitment process by **maintaining a strong database, daily trackers**, and publishing dashboards to senior management.
- Formulated talent acquisition strategies and collaborated with line managers at all levels to secure the best fit for their open positions.
- Maintained relationships with key stakeholders like hiring managers, resource management team and other business line units to understand their requirements and fulfill the open positions within TAT.
- Exposure in planning sourcing strategy, handling external vendors, analyzing criticality of requirements, and ensuring cost optimization.

Talent Specialist
Urban Avenues.

Oct 2022 – Feb 2023

Urban Avenues is a dynamic real estate firm specializing in residential, commercial and luxury property solutions, renowned for its client-focused and innovative approach.

- Worked as a Talent specialist with hands on experience of IT and Non IT requirements.

CERTIFICATION COURSES

- Naukri Maestro Recruiter Certification.
- Negotiation Skills, Hiring and Recruiting People.
- Training on HR Skills.
- Talent Sourcing by LinkedIn

VOLUNTEER ACTIVITIES

- Contributed to community development initiatives and social impact projects supported by HCLFoundation.
- Collaborated with teams to promote educational programs and skill development for underserved communities supported by HCLFoundation.
- Volunteer at Smile Foundation (NGO based in Gorakhpur).

- Responsible for end to end recruitment for domestic market which involves sourcing, Screening, interviewing candidate, feedback, and negotiating offers.
- Understand & evaluate the requirements and needs of the clients and **collaborate with the key management personnel and senior managers** in order to help them with new hiring solutions.
- Actively used: **Naukri, Monster, LinkedIn Posting, and LinkedIn Recruiter.**
- Utilized knowledge of multiple recruiting sources and execute innovative recruiting strategies to find quality candidates and prospect for new business.
- Maintained a database of candidate records, including active and passive prospects, hired and fired employees, and other candidates' relationships.
- Administered payroll processing, attendance, and leave management.
- Developed and implemented HR policies, procedures and Addressed employee grievances and ensured workplace compliance.
- Coordinated meetings, events and managed travel logistics.

HR Executive

Square Yard Pvt. Ltd.

Nov 2021 – Aug 2022

- Worked as a Talent specialist with hands on experience of **Non IT** roles including sales, procurement, interior designers.
- Managed end to end IT Recruitment life cycle from screening, arranging telephone, video, or in person interviews, taking Interviews, Negotiating, offer generation, onboarding and successfully delivered **80+** experienced hires.
- Developed and maintained strong working relationship with executives, HR Team and hiring managers to foster partnership that produced consistent results.
- Managed Applicant tracking database in the Applicant tracking system.
- Initial documentation and HR discussions with the candidates, coordinating with shortlisted candidates for document collection and releasing the offer letters.



Internships

- Project Intern Financial Modelling | Finladder Oct 2021 – Nov 2021
- HR Intern | Supervisor | VPlanners, Event Firm Aug 2021 – Oct 2021