


Pragya Pandey

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 Noida, India

A dynamic professional with 3+ years of extensive experience as a Senior Technical Recruiter in IT Recruitment, People Management and serving to clients.

- A Talent Acquisition professional with 3+ years of work experience in handling talent acquisition activities with focus on meeting the Manpower requirements of the business.
- Utilize a variety of sourcing methods to create candidate pipeline to meet hiring needs.
- Expertise in recruitment of IT / Non- IT Professionals for Pan India.
- Possess ability in maintaining healthy stakeholder relations with excellent analytical, problem solving, interpersonal, written, verbal communication and technical skills.

KEY AREAS OF EXPERTISE INCLUDE:

✓ Recruitment	✓ Screening	✓ Onboarding
✓ Employee Engagement	✓ Manpower planning	✓ HR Business Partner
✓ Vendor Management	✓ Bulk Hiring	✓ Coordination with panel

EXPERIENCE:

Claritus Management
Sr. Recruitment Specialist
April 2024 -Current
Client - Wipro, TCS,
VolvoEicher,

Recruitment/Onboarding:

- Responsible for managing full life-cycle recruitment (requirement analysis, screening, short listing and lining up of the candidates) salary negotiating, documenting, induction, and on-boarding.
- Maintained current calendar of job fairs and employment opportunities in each state.
- Sourced, qualified, and conducted screening interviews with job candidates.
- Interviewed job applicants to obtain information on work history, education, or job skills.
- Implement and administer employee policies
- Manages Talent acquisition process, including sourcing, testing, interviewing, hiring, and onboarding
- Keeps job description up-to-date, accurate and compliant with relevant federal, state local laws for all positions

Blue Water Tech Services
Sr. Recruitment Specialist
April 2023 –March 2024

Recruitment/Onboarding:

- Responsible for managing full life-cycle recruitment (requirement analysis, screening, short listing and lining up of the candidates) salary negotiating, documenting, induction, and on-boarding.
- Maintained current calendar of job fairs and employment opportunities in each state.
- Sourced, qualified, and conducted screening interviews with job candidates.
- Interviewed job applicants to obtain information on work history, education, or job skills.
- Searched for qualified job candidates using computer databases, media advertisements or employee referrals.
- Informed job applicants of duties and responsibilities, compensation, and benefits.
- Scheduled or conducted new employee orientations.
- Hired employees and processed hiring-related paperwork
 - Conducted exit interviews and completed employment termination paperwork.

RSSS Corp Pvt Ltd.

Senior Technical Recruiter-

July 2022 to April 2023

Client-Pitney Bowes, Tavant

technology, coforge, RVU

india, NHDC

- ▮ Using Different channels for hiring Like- Naukri, indeed, monster, work India, job Hai, Apna hire, LinkedIn for hiring candidates
- Holding experience with C2H hiring.
- Leveraging on Job Portals & social media to penetrate IT professional network regionally.
- Managing recruitment for entire recruitment life cycle including making recruiting strategy and recruiting cost analysis, sourcing, screening, and on-boarding candidates.
- Skill anticipation and executing, implementing, and monitoring recruiting projects, reviewing them through their life cycle till completion.
- Sourcing passive and potential candidates from several media.
- Negotiate salary and manage candidate's compensation expectations
- Checking references as per the client(s) request.
- Expertise in editing, updating and formatting resumes.
- Mass mailing, Cold Calling, Requirement Sending, Relationship Building, sourcing. Collaborate with Hiring Managers.

JavaTpoint Pvt Ltd.

Technical Recruiter-

April 2019 to June 2020

- ▮ Using Different channels for hiring Like- Naukri, indeed, monster, work India, job Hai, Apna hire, LinkedIn for hiring candidates
- Holding experience with C2H hiring.
- Leveraging on Job Portals & social media to penetrate IT professional network regionally.
- Managing recruitment for entire recruitment life cycle including making recruiting strategy

and recruiting cost analysis, sourcing, screening, and on-boarding candidates.

Education: -

Masters in Commerce (M.COM) 2022	University of Agra
Masters in Administration (MBA) 2019	Swami Vivekanand Subharti University
Bachelor of Commerce (B.COM) 2017	University of Agra

Declaration

I hereby declare that the above information provided by me is true and correct to the best of my knowledge.

Date:

Place: - Noida

