

MONIKA PANDEY

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SUMMARY

Experienced HR professional with expertise in end-to-end recruitment, adept at identifying and attracting top talent. Demonstrated proficiency in sourcing, screening, and onboarding high-caliber candidates. Proven ability to utilize various recruitment strategies and platforms to meet organizational staffing needs. Committed to enhancing the hiring process and contributing to the company's success through effective talent acquisition.

WORK EXPERIENCE

HR Consultant, GENPACT

March 2024 - Present

- Involved in EMEA End-to-end recruitment (Sourcing, Screening, Interview scheduling and offers)
- Sourcing potential candidates through LinkedIn, Naukri, Job street and social media platforms.
- Maintained company ATS (Taleo and Avature) to manage and track resumes and information about candidates.
- Partnered with managers to understand hiring needs and subsequently provide candidate recommendations.

HR Trainee, DELOITTE

Nov 2022 - Feb 2024

- Utilize various sourcing techniques, such as Boolean searches, social media sourcing, and job boards, to identify and attract qualified candidates.
- Review resumes and applications, assess candidate qualifications, and screen potential candidates to ensure they meet the job requirements and align with the organization's needs.
- Coordinating and Scheduling Interviews between candidates and hiring managers.
- Worked on skills like - Credit Risk, Market Risk, Operational Risk, FP&A, etc.

Talent Acquisition Intern, EY

March 2022 - June 2022

- Sourced profiles from Naukri and LinkedIn for Internal Audit and Statutory Audit
 - Perform initial pre-screening calls.
 - Maintain a tracker of Candidates in Excel.
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EDUCATION

Bundelkhand University, Jhansi (UP)

Sept 2020 - Aug 2022

Master's in Business Administration [MBA]

Bundelkhand University, Jhansi (UP)

Aug 2017 - May 2020

Bachelor of commerce [B.com]

ADDITIONAL INFORMATION

- **Skills:** EMEA & APAC Hiring, IT & Non-IT Recruitment, Talent Acquisition, Sourcing & Screening, MS office, ATS & Recruiting software, Recruitment Drives, Niche hiring, Social Media, offer management, Negotiation.
- **Languages:** English, Hindi
- **Certifications:** Talent sourcing, Technical Recruiting, Niche Recruiting, Generative AI in HR