



PRIYANKA MALIK

PROFILE SUMMARY

- **A seasoned HR professional with over 5 years of cross-functional experience** in recruitment across **diverse technical and non-technical domains** within various industries.
- Currently **spearheading the Talent Acquisition team at Hyperspace Consulting**, showcasing proficiency in attracting, evaluating, and integrating top-tier talents.
- **Extensive Recruitment Expertise:** Excelled in HR recruitment for more than 5 years, specializing in a wide array of roles across multiple sectors, demonstrating proficiency in managing complete recruitment cycles from talent identification to onboarding.
- **Clear and Accessible Communication Channels:** Established and maintained clear, accessible communication channels for employees to voice their grievances.
- **Strategic Recruitment Management:** Managed all phases of full-cycle recruiting, exceeding established recruitment goals within a short timeframe, and achieving fill ratio by successfully hiring approximately 12 employees across all departments in last 6 months.
- **Effective Communication Skills:** Strong communication and interpersonal skills evidenced in effective verbal and written communication with candidates and stakeholders, ensuring a seamless hiring journey and enhancing candidate satisfaction.
- **HR Operations Knowledge:** Well-versed in HR operations, employee engagement, performance reviews, and other HR functions, enhancing organizational efficiency and employee satisfaction.
- **Proficiency in Recruitment Tools:** Familiarity with Applicant Tracking Systems (ATS) and recruitment tools for efficient candidate management and tracking, leveraging advanced recruitment strategies and tools like Boolean search techniques and AI-powered candidate assessment platforms.
- **Achievements and Recognition:** Recognized for achieving reduction in time-to-fill metric at Hyperspace Consulting by implementing targeted recruitment strategies, resulting in quicker onboarding and increased team productivity.

WORK EXPERIENCE

HR Recruiter | Hyperspace Consulting (madoversocial.com) | Since Nov'23

Role:

- Sourcing and attracting qualified candidates through various channels.
- Reviewing resumes and applications to identify suitable candidates.
- Conducting initial screening interviews to assess candidate fit.
- Coordinating and scheduling interviews with hiring managers.
- Facilitating the hiring process, from offer negotiation to onboarding.
- Maintaining accurate and organized candidate records in the database.
- Collaborating with hiring managers to understand staffing needs.
- Building and maintaining a strong talent pipeline for future hiring needs.
- Ensuring a positive candidate experience throughout the recruitment process.
- Having hands-on experience in screening and possessing domain knowledge of various tech, non-tech, and design roles.
- Managing the End-To-End Recruitment Process from sourcing to onboarding.

HR Recruiter | Pragmatic Solutions | Oct'21 – Nov'23

Role:

- Reviewed resumes and applications to assess candidates' qualifications and experience and successfully hired over 100 candidates.
- Communicated regularly with stakeholders to keep them informed of the recruitment process and ensure a positive candidate experience.
- Sourced applicants through different platforms like Naukri, Indeed, online channels such as LinkedIn, and other professional networks.
- Crafted and composed job advertisements for posting on various job boards.
- Drove the hiring process with effective communication, fostering a positive mindset, and engaging in proactive cold calling to identify and attract top-tier candidates.
- Collaborated with the team to enhance overall team efficiency.

PREVIOUS EXPERIENCE

Product Associate Executive (B2C Domain) | Cheapflightsfares Pvt. Ltd. | Mar'20-Aug'21

Managed the complete planning and implementation of corporate travel projects. Arranged logistics such as booking accommodations and transportation, monitored project budgets to ensure cost-effectiveness.

Product Configuration Consultant | Carlson Wagonlit Travel Pvt. Ltd. | Jan'19 – May'19

Worked in close coordination with teams to manage configurations and support related processes. Maintained databases & assisted in resolving issues.

Lead Invoice Analyst | American Express Global Business Travel | Jul'17 – Jan'19

Successfully configured and updated travel product details, ensuring accurate and up-to-date information.

Travel Counselor | American Express India Pvt. Ltd. | Jan'16 – Jun'17

Provided B2B travel counseling and supported via chat and email. Assisted B2B clients with their needs, book and manage travel arrangements.

"Dynamic HR Professional with nearly 3 years of expertise in recruitment and a comprehensive over 5-year background, aiming to contribute to an innovative organization by optimizing hiring processes."

CONTACT ME AT

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EDUCATION & CERTIFICATION

- B.Sc. (Delhi University), 2014
- Human Resource Management Course from Internshala

CORE COMPETENCIES

- Talent Assessment & Acquisition
- Candidate Sourcing & Screening
- Employ Engagement
- Human Resource Outsourcing
- Pre-employment Assessments
- ATS & Recruiting Software
- Recruitment Operations
- Social Media Recruiting Tools

TECHNICAL SKILLS

- Applicant Tracking Systems (ATS) Oorwin
- Virtual Meeting Platforms: Zoom, Google Meet
- Microsoft Office Suite: Outlook, Excel, Word, PowerPoint
- Recruitment Software: Naukri Resdex, LinkedIn, Unstop, IIM Jobs, Indeed, Job Hai
- GDS Platforms: Amadeus, Sabre, Abacus
- Project Management Tools: JIRA, TFS, CRM
- Online Booking Tools (OBT): Concur, Getthere
- Calendar Management and Travel Booking Systems

PROJECTS UNDERTAKEN

- Travel Link Retrofit Data Integration
- Get There Build Centre Development
- Decommissioned Accounts Management

PERSONAL DETAILS

- Date of Birth : 10th April 1990
- Languages Known : English & Hindi
- Location : Noida