



SWATI CHAUHAN

Senior Recruiter/Talent Acquisition Specialist/HR Recruiter

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Agra-282005 , U.P. (INDIA)

LANGUAGES

Lang 1: Hindi

Lang 2: English

SKILLS

- Talent Acquisition(IT & Non-IT)
- Sourcing
- Tech. Recruitment
- Resume Screening
- Job Post Writing
- Interviewing
- Negotiation
- Candidate Assessment
- Screening Interviews
- LinkedIn Recruiter
- Monster Talent
- Dice
- ATS Software
- Time Management
- Boolean Search
- Succession Planning
- Account Management

CERTIFICATIONS

- Market Research(2022)
- Excel for Business(2022)
- Diploma in Office Automation(2016)
- Course on Computer Concepts(2019)

SUMMARY

Experienced HR Recruiter with a proven record of successfully sourcing and onboarding top-tier talent. Skilled in using various recruitment tools to identify and capture qualified applicants. Self-motivated, efficient and thoughtful human resources professional with 2 years' experience in the industry, and I believe my strengths and skills make me a perfect fit for Recruitment/HR functions.

EXPERIENCE

HR Recruiter/Talent Acquisition Specialist
Technocraft Solutions

03/2022 - 02/2024

Agra

Experience using an advanced applicant tracking, system, preferably Workday

- Successfully sourced and recruited qualified candidates for multiple positions.
- Handled recruitment at all levels using Internal ATS (applicant tracking system), Internet Search Sites, search engines, referrals, networking, and postings.
- Identified strong candidates via various sources such as resume databases (LinkedIn, Monster, Dice, Indeed, etc.) as per the clients' requirements.
- Reviewed resumes and applications, conducted phone screens, and shortlisted potential candidates based on their qualifications and experience.
- Created candidate assessment tests and questionnaires.
- Contacted qualified candidates by email and phone calls.
- Coordinated candidate phone and onsite interviews.
- Scheduled interviews for the shortlisted candidates, took proper follow-ups for a smooth process, and ensured that the assigned position was closed within TAT.
- Demonstrated exceptional negotiation skills and the ability to find common ground in negotiations.
- Dealt with candidates professionally and negotiated.
- Stayed in touch with candidates throughout the hiring process and facilitated candidate closing.
- Coordinated with Accounts Managers for interviews, feedback, and updated the consultants.
- Updated and maintained the database for future requirements.
- Coordinated with my manager during staff periodical meetings and provided updates on the entire recruitment process.
- Kept track of all reports including daily, weekly, and monthly.
- Demonstrated strong written and oral communication and presentation skills.
- Experienced in creating spreadsheets in Excel and MS Office for presentations.
- Possessed excellent networking skills.
- Ability to learn new software programs.

EDUCATION

M.Com (S.S. College of Education)

2019 - 2021

AGRA, U.P.

B.Com (Dr. Bhimrao Ambedkar University)

2016 - 2019

AGRA, U.P.