

MUSKAN YADAV

Talent Acquisition Specialist

Passionate Talent Acquisition professional with adeptness in end to end hiring capabilities, well versed in cost-effective implementation, aggressive and creative hiring techniques.



Contact

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Websites, Portfolios, Profiles

- <https://www.linkedin.com/in/muskanyadav-358b45199>



Skills

Sourcing

Screening

Negotiation

Resources
Management
and Tracking

Client
Handling



Work History

2024-01 -
Current

Sr. Executive

Unicommerce, Gurgaon, India

- Developed and executed recruitment strategies to attract top talent.
- Managed full-cycle recruiting, including sourcing, interviewing, and hiring.
- Collaborated with hiring managers to identify staffing needs and job requirements.
- Utilized various sourcing methods, including job boards, social media, and networking.
- Enhanced employer branding and candidate experience.
- Analyzed recruitment metrics to optimize processes and improve hiring outcomes.

2022-01 -
2023-11

Recruiter

Bestal HR Pvt Ltd., New Delhi, India

- Handling end-to-end recruitment for IT & Non-IT positions at entry to senior levels
- Understanding the requirements of the client's and shortlisting according to matching skills-set through existing Databases, References, Job portals- Naukri, Shine, LinkedIn
- Operating and maintaining applicant tracking systems (ATS - Turbohire, Intellohire)
- Coordinating the entire interview process with candidates & interviewers and getting the interview process completed in the quickest turnaround time (TAT)
- Proficient in handling recruitment drives for clients across different location
- Managing all technical positions end-to-end
- Daily or weekly pipelines updates
- Handling Pre-boarding activities like

Team
Handling

Requirement
Gathering

LinkedIn
Hiring

Multitasking

- confirmation calls, Joining of candidates
- Post offer follow up with candidates for resignation and relieving letter
 - Rich experience in hiring top-notch talent for Tech Start-ups as well as MNC's from varied domains like e-commerce, SAAS, Analytics, Logistics, IT, ed-tech, Manufacturing, Advertising, etc.

Education

2017-01 - **Bcom.**
2020-04 *Bundelkhand University*

Additional information

Recruitment: Helping the right talent to get the right place., TAT: Requisition- Offer & Offer-Joining, Quality: Interview conversion, Cultural Fitment,etc., Branding: Talent Attraction, Talent Engagement, Talent Alignment, Skill Mapping: Ensuring skill-wise remuneration w.r.t market standards., IT- Software, SAAS, E-commerce, Logistics, Fin-tech, Ed-tech, Manufacturing, Fast moving Start-ups.