

Maneesh Negi

[LinkedIn](#)

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EDUCATION

SYMBIOSIS PUNE

HRMS PURSUING

Jan 2022 | Distance

CCS UNIVERSITY

MEERUT COLLEGE

BCOM IN ACCOUNTING

Grad. Aug 2019 | Meerut, UP

INTERNATIONAL PUBLIC SCHOOL

May 2016 | Meerut, UP

LINKS

LinkedIn:// Maneesh Negi

Twitter:// @Maneeshnegi2

TECHNICAL SKILLS

SOCIAL NETWORKING SITES

LINKEDIN, LINKEDIN PREMIUM,

FACEBOOK, TELEGRAM

SOURCING PORTALS

JOBSTREET.COM, LINKEDIN

RECRUITER, FOUND IT, NAUKRI

PORTAL

XRAY SEARCH (GOOGLE SEARCH)

OUTLOOK, MS OFFICE

(WORD/MICROSOFT 365,

WORKDAY), GOOGLE SHEETS

LANGUAGES

English (PROFESSIONAL)

HINDI (NATIVE)

RESEARCH

2021-CURRENT TRENDS IN HR

INDUSTRY (TRIVAYU)

2020-EMPLOYER BRANDING

(BRAINY BUNCH)

CERTIFICATION

HUMAN RESOURCE CHAT GPT

DIGITAL MARKETING

LATEX CERTIFICATE

ACCOMPLISHMENT

(HT Media)

Jan 2024- April 2024 1st Position

(Nityo Infotech)

Oct 2022-October 2022 2nd Position

WORK EXPERIENCE

HT Media | SENIOR RECRUITMENT SPECIALIST

January 2024 - Present | Gurgaon, Haryana

- Oversaw the entire recruitment process from client management, sourcing, screening, interviewing, negotiation, talent management, and technical recruiting, ensuring meticulous adherence to procedures. Also managed vendor relationships and delivery.
- Showcased proficiency in sourcing through various platforms (LinkedIn Recruiter, Job Street, Found IT, among others) to promptly meet client staffing needs. Achieved successful placements across both IT and non-IT sectors.
- Proficient in sourcing candidates tailored to specific niche roles and client requirements, ensuring optimal alignment.
- Screening applicants rigorously for competency and suitability, presenting only the most qualified candidates to hiring managers.
- Facilitating smooth interview processes across telephone, video, and in-person formats, streamlining candidate evaluation.
- Managing applicant tracking systems to keep all parties informed and engaged throughout the application journey.
- Successfully managing a portfolio of 130+ clients, serving as their primary point of contact, and addressing their hiring needs with precision and efficiency.

NITYO INFOTECH | SENIOR TECHNICAL RECRUITER

October 2021 - January 2024 | Gurgaon, Haryana

- Managed the end-to-end recruitment life cycle, including client handling, sourcing, screening, interviewing, negotiation, talent management, and technical recruiting, while ensuring strict adherence to processes and involvement in vendor management and delivery.
- Demonstrated expertise in sourcing through four different portals (LinkedIn Recruiter Job Street, Found IT) to ensure the timely fulfillment of client manpower requests. Successfully recruited and placed IT and non-IT professionals in Malaysia, Singapore, Thailand, and India.
- Managed a team of 5 colleagues for a Singapore client, achieving the successful placement of 10 high-quality headcount positions.
- At the Initial phase, Recruited for a wide range of Tech and Non-Tech projects, including roles such as full-stack developers, Backend and Frontend Developers, SAP professionals, Business Analysts, DevOps Engineers, IT security, Sales Managers, Financial Analysts, Admin and HR Managers, Claims Managers, and Operations Managers, among others.
- Workday tool for candidate management and spearheaded the development of training programs for new recruiters in both the Malaysia and Singapore regions.

ACHIEVED 2ND POSITION FOR THE (2021-2022) PERFORMANCE YEAR.

Invited as a public Speaker :

(2019 LinkedIn session: Employee & Employee branding/ Employee Ghosting))