# Ishita Mahajan

+91- 8384086566 · ishitamahajan777@gmail.com · [(85) Ishita Mahajan | LinkedIn](#)

## In House Recruiter / IT Recruiter / Corporate Recruiter

Dynamic and results-focused **Recruiter** with over 2.5+ years of experience managing full-cycle recruitment across multiple functions. Skilled in sourcing top talent, optimizing hiring processes, and building strong relationships with hiring managers to meet organizational goals. Adept at utilizing data-driven recruitment strategies, talent acquisition platforms, and social media to attract high-quality candidates. Proven ability to enhance employer branding, drive diversity initiatives, and improve candidate experience. Strong focus on aligning talent strategies with business objectives while ensuring efficient, timely, and cost-effective hiring.

## KEY SKILLS

- Sourcing
- Screening
- Data Management
- Pipeline Management
- Salary negotiation
- Team Management

- Candidate Engagement
- Stakeholder Management
- Job Posting
- Applicant Tracking System (SF)
- IT Recruitment
- Coordination

- End to End recruitment
- Interview Aligning
- Interview Coordination
- MS Office
- Public Speaking

## PROFESSIONAL EXPERIENCE

**Incedo Inc.  (IT Product+Services)**                                **June 2022 - Present**
**Executive (Talent Acquisition)**

- Handling **end to end recruitment process** from taking the job download **from hiring manager to interview coordination and salary negotiation to onboarding**.
- Recruitment utilizing various sourcing method – **Naukri, Linkedin, Shine , Monster, Indeed, Employee Referrals etc.**
- **Aligning and managing 15+ interviews daily** for the specific requirement
- Experience on hiring roles diverse in developer, testing, cyber security, analytics etc.
- Experience on **hiring niche roles** like Datacom Developer, Datacom Testing, Embedded Datacom Developer, TAC Support, Cyber Security, Java Developer, Java Automation, Java Full stack, Angular Developer
- Maintained the *Average TAT of 30 days*.
- Experience on **hiring leadership roles**.
- Conducted **market mapping exercises** to assess the talent availability
- Learn and executed **salary negotiation skills and maintained the *standard benchmark of every offer.***
- Into **Stakeholder Management / Functional Leaders** for requisition download, requirement, offering industry updates on needs. *Managing 2 different accounts at a time.*
- Daily meeting with Stakeholders to discuss the updated pipeline
- **Generating offers** for offered candidates
- Providing brief about the company, role, aligning interviews, etc to ensure **smooth and good experience for every candidate**
- Seeking relevant **business approval, exceptional compensation approvals**
- Experience on working **SAP ATS (Applicant Tracking System) called Success Factor**

- Managed **internal database** of offered and joined candidate for Product Engineering team

## EDUCATION

**B.A. (Vocational Studies), Human Resources Management**
College of Vocational Studies, Delhi University
2019 - 2022
CGPA: 8.2/10

**Senior Secondary (XII), Arts**
The Cambridge International School
(CBSE board)
Year of completion: 2019
Percentage: 93.50%

**Secondary (X)**
The Cambridge International School
(CBSE board)
Year of completion: 2017
CGPA: 8.60/10