

Jyoti

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CAREER OBJECTIVE:

Talent Acquisition professional specializing in recruiting, staffing, and workforce optimization in India. With 2.5+ years of experience as a HR Recruiter, I have honed my skills in identifying and attracting top-tier candidates. Deep understanding of diverse recruitment requirements and the capacity to make strategic hiring decisions.

PROFESSIONAL SUMMARY:

- Work Experience 2.5+ years.
- Sourcing Candidates from different requirements platform like Naukri, LinkedIn, Foundit, Indeed.
- Currently working with VUI Infotech Pvt. Ltd as a Technical recruiter April 2022 to till date
- Experience on End-to-End recruitment.
Others – Self Sourcing, Shortlisting, Scheduling interviews
- Working on Accenture workday portal
- Knowledge on various HCM business processes configurations, including Hire, Change Job.
- Good exposure to resolve functional issues and understand and complex business rules.

ROLES AND RESPONSIBILITIES:

- Sourcing resume according to the requirements shared.
- Forwarding the assessment link to the candidate and cross verifying the assessment.
- Professional Networks such as LinkedIn etc., and validating them on their experience.
- Scrutinizing and short-listing the resumes based on specific criteria, skills, platforms, qualifications & relevant experience.
- Scheduling and conducting Preliminary Round Interview of Candidates (Telephonic/face to face). follow up with the candidates.
- Handling complete recruitment process from sourcing, initial screening, resume analysis, coordination with candidates till they join the company.
- Create and manage database of all candidates with details.

JOB PORTALS:

- LinkedIn, Naukri and Monster.

SKILLS-RECRUITED FOR:

- End to End Recruitment
- Digital, Production & Media Hiring
- Staffing Agency Coordination
- Niche Skills Hiring
- Policies Implementation
- Strategic Planning
- Employee Orientation
- Human Resources Management systems
- Bulk hiring
- Candidate sourcing
- Employee relations
- Retention Management

EDUCATIONAL QUALIFICATIONS:

Degree/Course	Institute/College/School	University/Board	Year of Passing
MBA	Amity University online	AU(HRM)	Pursuing
BA	Delhi University (SOL)	Delhi University (BA)	2021
HSC	Govt SR sec School, Delhi	C.B.S. E	2018
SSC	Govt SR sec School, Delhi	C.B.S. E	2015

TECHNICAL KNOWLEDGE

- General Tools: MS Office, Word, Excel, Power Point and Outlook.
- ATS Tools: Ultimatix, Talent Ojo and Taleo
- E-Mailing Tools: MS Outlook, Windows Outlook, IBM Lotus, Webmail and Google.

PERSONAL DETAILS:

Name : Jyoti
Gender : Female

DECLARATION:

I hereby declare that the above furnished details given by me are true to the best of my Knowledge & belief.

Place: New Delhi