



## SHUBHA KASHYAP

### HR RECRUITER

#### SUMMARY

Experienced HR Recruiter with over 2 years of expertise in international and domestic client management. Specializes in IT, Non-IT, and healthcare sector recruitment. Proficient in coordinating documentation and compliance processes for candidates selected for UK NHS Trust deployment, ensuring adherence to client and NHS criteria.

#### CONTACT

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**Address:** - Malviya Nagar, New Delhi, India, Pin Code - 110017

#### AWARDS

- Secured **1<sup>st</sup> rank** in graduation batch **2016-2019** in **LLDIMS**.
- Secured **1<sup>st</sup> rank** in academics in school.

#### HOBBIES

Cooking, Singing

## WORK EXPERIENCE

### India International Technical Recruiters – HR Recruiter

21<sup>st</sup> March 2022 – Present

#### Recruitment

- Created customized job descriptions to match client specifications and needs.
- Conducted job description analysis to attract suitable candidates matching client specifications.
- Sourced candidates via social media, networking, referrals, and job portals (e.g., Naukri.com, Foundit, Indeed, LinkedIn) to source and connect with potential candidates.
- Reviewing resumes, and in-depth telephonic screenings to evaluate candidates' qualifications, experience, and fit for client needs.
- Presented well-matched candidates to clients, providing comprehensive candidate profiles and facilitated interview processes between clients and candidates.

#### Compliance and Documentation

- Managed client interactions and facilitated post-offer candidate experience and engagement until deployment.
- Coordinated documentation and compliance processes for selected candidates destined for UK NHS Trust deployment, ensuring alignment with client and NHS criteria.
- Strategically planned and executed candidate deployments in accordance with client and candidate preferences.
- Conducted comprehensive verification of references and prior experience to ensure authenticity and compliance with regulatory standards.

## EDUCATION

### University School of Management Studies (USMS),

Guru Gobind Singh Indraprastha University (GGSIPIU), New Delhi  
Post-Graduation (2020 – 2022)

### MBA (Human Resource and Marketing)

CGPA/Percentage – 9.1/10

### Lingayas Lalita Devi Institute of Management and Sciences (LLDIMS),

Guru Gobind Singh Indraprastha University (GGSIPIU), New Delhi  
Graduation (2016 - 2019)

### Bachelors of Business Administration (BBA)

CGPA/Percentage – 8.75/10

### Navjeevan Sarvodaya Girls Senior Secondary School, New Delhi

Class XII CBSE (2016)

CGPA/Percentage – 73.20%

### Govt. Girls School, New Delhi

Class X CBSE (2014)

CGPA/Percentage – 9.2/10