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Summary:
- Talent Acquisition professional holding 2+ years of experience, specializing in Full-Recruiting, Employee Retention.
- Proficient in sourcing and attracting top talent from global markets. Experienced in Diversity hiring Expert in Applicant Tracking System (ATS)
- Proven success in high volume hiring environment.
- Excellent in maintaining relationships with Stakeholders and Vendors.
- My expertise lies in building strong relationship with candidates and ensuring a positive experience throughout the recruitment process.

Technical Skills:
- MS Excel: Practical experience in data manipulation, analysis, and creating daily reports, including pivot tables, VLOOKUP, and data visualization using charts and graphs.
- SQL: Foundational experience in database querying and development, capable of writing complex queries for data extraction and analysis.
- Chat GPT: Familiarity with using Chat GPT for understanding and addressing client needs, leveraging AI for enhanced data processing and analysis.
- JIRA: Experience as a JIRA administrator, customizing projects, managing workflows, and generating reports to track project progress and performance.
- Agile Methodologies: Basic knowledge of Agile development processes and principles, including sprint planning, daily stand-ups, and retrospectives.

Diverse Lynx / CLIN INDIA (Noida)   **Mar 2023 – Present**
Non IT Recruiter
Direct Client: TCS (Tata Consultancy Services) and BOA (Bank of America)
- Implement recruitment strategies aligned with the organization's goals.
- This involves understanding the company's hiring needs, forecasting staffing requirements, and planning accordingly.
- Utilize various sourcing methods such as job boards, social media, networking, and employee referrals to attract potential candidates. They may also proactively search for passive candidates through platforms like LinkedIn.
- Review resumes and job applications to assess candidates' qualifications, skills, and experience.
- They shortlist candidates who meet the job requirements for further evaluation.
- Conducting interviews is a significant responsibility.
- They may conduct initial phone screenings, video interviews, and in-person interviews to assess candidates' suitability for the role.
- This may involve behavioral interviews, technical assessments, or cultural fit evaluations.
- Evaluate candidates based on factors such as skills, experience, cultural fit, and potential for growth within the organization.
- They may also conduct reference checks and background screenings.
- Work closely with hiring managers to understand their requirements, provide guidance on the recruitment process, and facilitate effective communication throughout the hiring process.
- Key recruitment metrics such as time-to-fill, cost-per-hire, and candidate conversion rates to assess the effectiveness of recruitment strategies and make data-driven decisions for continuous improvement.
- Ensure that recruitment practices comply with relevant labor laws and regulations.
- This includes understanding and adhering to equal employment opportunity (EEO) guidelines, data privacy laws, and other legal requirements.

- Focusing on non-IT contractual recruitments
- Working only GC and US citizen
- Recruiting for Contract, Contract-to-Hire, and permanent non-IT position.
- Sourcing of resumes from Job Diva.
- Responsibilities include Sourcing, Screening, Negotiation, Verification check and submission.
- Screening all the candidates' profiles and calls them for the requirement.
- Questionnaire and authorization collection, follow-up and resume enhancement.
- Recruited excellent candidates to satisfy company recruitments.
- Hands on experience using monster.com, careerbuilder.com and dice.com.
- Formatting resumes for presentation of the candidates to the clients.
- Expertise in using the Boolean Search.
- Understanding the job description given by the client.
- Focusing on non-IT contractual recruitments with direct client TCS.
- Working only GC and US citizen.
- Recruiting for Contract, Contract-to-Hire, and permanent non-IT position.
- Sourcing of resumes from Job Diva.
- Responsibilities include Sourcing, Screening, Negotiation, Verification check and submission.
- Screening all the candidates' profiles and calls them for the requirement.

Hare krishna Movement, VCM (Vrindavan)   **Nov 2022 – Feb 2023**
HR Executive
- Manage Compliance and Payroll.
- Induction and On-boarding Documentation.
- HR Policies and HR Manual
- Attendance and Leave records
- Performance Management
- Employee Engagement
- Workforce Management
- Exit Formalities Documentation
- Compensation and Benefits Employee
- Responsible for end-to-end recruitment that is from sourcing to onboarding at different levels.
- Prepare recruitment materials and post jobs to appropriate job board portals like Monster, Dice, Job Diva and LinkedIn.
- Identify candidates via Social Networking Sites, Referrals, Head Hunting, Market Mapping, job aggregators, and through own professional networks.
- Prepare Job descriptions and post them to appropriate job portals.
- Carry out market intelligence of new skills and present it to the client.
- Design and implement overall recruiting strategy.
- Develop and update job descriptions and job specifications.
- Perform job and task analysis to document job requirements and objectives.
- Source and recruit candidates by using databases, and different job portals.
- Screen candidates resumes and job applications.
- Conduct interviews using various reliable recruiting and selection tools.
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes.
- Provide analytical and well documented recruiting reports to the rest of the team.

Honor Vet Technologies (Noida)   **Jul 2022 – Sep 2022**
Non-IT Recruiter
Experience in Non-IT recruitment Work with Implementation partner Wipro and Direct Client Capital one and Lin Care.
- Involve in W2 Contract hiring Handle Application tracking System like Job Diva.
- Dealing with the candidates on the Tax term W2.

- Involve in entire Recruitment lifecycle process such as Sourcing resume from Job diva, Initial
- resume screening, interviewing, Rate Negotiation.
- Experience TR (Technical Recruitment) It generally requires the recruiter to have a good, working knowledge of tech jargon and essential technical skills. Non-technical recruiting involves sourcing candidates for jobs that are not technology-based.

Agile Capital Services (3 months Internship)   **May 2022 – Jul 2022**
Human Resource and Marketing (Delhi)
- Acquiring, developing and delivering organizational capabilities that are key to balancing execution and growth.
- Hiring and finding good candidate for the organization.
- Experience in CSR (Customer service Representative) Interacting with customers to address their concerns, answer their questions and assist them with their needs.

Education:
- Bachelors of Business Administration – Rajiv Academy for Technology – 2022

Certifications:
- Google Fundamental of digital marketing.
- Samarth Bharat Competition

Language:
- English 4/5
- Hindi 5/5
- Bangla 3/5