



Shimona Rashi

Human Resource Executive

Skilled in recruiting IT and non-IT roles across India, the Philippines, Australia, and the US using LinkedIn, Naukri, Monster, Indeed, and Hiris. Ready to leverage expertise in job market trends for new challenges.



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Mumbai, India



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SKILLS

Onboarding

Talent Acquisition

Employee Engagement

Culture Development

IT/ Non-IT Recruitment

HR Analytics

Taleo

LANGUAGES

Hindi

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

INTERESTS

IT Recruitment

Team Management

HR Policies

Business Process Improvement

Training & Development

WORK EXPERIENCE

Human Resource Executive

Burns & McDonnell India

01/2023 - Present

Mumbai, MH

Burns & McDonnell is a global engineering, architecture, and construction firm known for its comprehensive, innovative solutions and employee-owned structure.

Achievements/Tasks

- IT Recruitment: Experienced in working on Oracle EBS, IT Service Desk, Power BI, .NET, Java, IT Asset Management, PowerApps Developer positions.
- Non-IT Recruitment: Resource Planning, Graphic Design, Photography, HR Recruitment, ArcGIS, Power System Engineers.
- Achieved the milestone of hiring over 50 candidates individually.
- Managed multiple vendors - registration, hiring, co-ordination.
- Sourced candidates via LinkedIn Recruiter, personal LinkedIn, Naukri, Monster, organized interviews, screened resumes, and improved referral portal.
- Collaborated with hiring managers and VPs on staffing needs and co-ordinated walk-ins(10+ Walkins)
- Worked with IT and marketing teams to create referral portal templates and raise employee awareness.

Recruitment Executive(Global)

Connectwise

10/2022 - 12/2022

Mumbai, India

Achievements/Tasks

- Handled Infrastructure Hiring: Hiring for ConnectWise Product Support, Active Directory, Window Server globally. Global Lead Accounts (India) and Recruiter (Philippines) - Regional Hiring: APAC (India/Philippines/Australia/London/Europe/Singapore)
- Managed talent recruitment and the onboarding process for new hires by overseeing operational activities within the team.

Talent Acquisition Partner - Internship(Global)

Connectwise

09/2021 - 10/2022

Mumbai, MH

Connectwise India provides software tools, services, and a world-class community of peers that help MSPs grow and manage their business.

Achievements/Tasks

- Handled recruitment globally for APAC
- Monitored candidates closely and pursued feedback on disqualifications, time-to-fill metrics, and other relevant factors.
- Helpdesk, VMware, Hyper-V, Exchange Online, O365 (India & Philippines), and End User Computing Specialist Hiring
- Engineering Hiring: Java, Python (India)

EDUCATION

Bachelor's in Business & Administration

Mody University

07/2015 - 07/2018

Rajasthan, India

MBA: Event Management and PR

NAEMD - University of Mumbai

07/2018 - 07/2020

Mumbai, India