

Ayushi Pradhan

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CORPORATE HUMAN RESOURCE

To leverage my expertise in Corporate Human Resources with a specialization in recruitment to contribute to the success of an organization by identifying and attracting top talent. Utilizing my strong knowledge of recruitment strategies, talent acquisition techniques and candidate assessment, I aim to drive organizational growth and create a positive impact through the development of effective recruitment processes and the building of high-performing teams.

KEY COMPETENCIES

Full-cycle recruitment	Recruitment metrics and reporting	Negotiation and offer management
Candidate sourcing and screening	Relationship building and stakeholder management	Employment law and compliance
Interviewing and assessment		
Applicant tracking systems (ATS)	Talent acquisition strategies	

PROFESSIONAL EXPERIENCE

ProProfs.com Noida HR Executive

Jan 2022 - Present

- Managed complete recruitment activities & utilize various sourcing techniques such as job boards, social media, direct sourcing, and professional networks to identify and engage with potential candidates.
- Develop and implement effective recruitment strategies to attract and hire qualified candidates across various levels and departments within the organization.
- Proficient experience in IT & Non It recruitment
- Conduct comprehensive job analysis and work closely with BU heads and hiring managers to understand position requirements and develop accurate job descriptions.
- Studied job descriptions and qualifications to determine applicant requirements.
- Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials
- Implemented different sourcing strategies to identify high-quality candidates & conducting initial interviews and pre-screening assessments.
- Evaluated strengths and weaknesses of candidates through effective screening processes.
- Pre-screened resumes prior to sending to corporate hiring managers for consideration.
- Coordinate and schedule interviews, prepare interviewers, and provide timely feedback to candidates and hiring managers.
- Collaborate with hiring managers to negotiate job offers, facilitate the hiring process, and ensure a positive candidate experience throughout.
- Maintain accurate and up-to-date candidate records in the applicant tracking system (ATS) and generate recruitment reports for management review.
- Generate offer letters and interview follow-up with the candidates till the date of joining.
- Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.
- Stay updated on industry trends, market conditions, and recruitment best practices to enhance the effectiveness of talent acquisition strategies.

Consultant

- Involved in Pharmaceutical, FMCG Recruitment.
 - Prepared all recruitment strategies and ensured achievement of all objectives.
 - Expertise in full recruiting life cycle & end-to-end recruitment process Handling Sourcing, and Screening, Interviewing, Shortlisting and offer negotiation and post-offer follow-up.
 - Strong exposure to various Application Tracking Systems.
 - Independently handled clients in terms of coordinating scheduling interviews, feedback, Selection, and follow-ups to join candidates.
 - Involvement in compensation, negotiation, and other communication with the candidate. Ensuring closure of all positions with minimum TAT.
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Process Global Management Gurugram

July 2019 - Oct 2020

HR Recruiter

- Responsible for the entire life-cycle of recruitment, including strategy, sourcing, short-listing, pitching, communication, coordination, scheduling, and negotiation
 - Work individually on recruitment assignments for clients to comply with manpower requirements in Junior, middle, and senior-level positions.
 - Develop/execute successful recruiting strategies through both traditional and non-traditional means.
 - Effectively utilize tools such as search engines, job boards, LinkedIn, and social channels to source candidates.
 - Develop candidate talent pipelines through sourcing channels, recruitment campaigns, internet searches, networking groups, social media, database searches, and referrals.
 - Conduct initial screening to determine the suitability and interest of candidates.
 - Manage and coordinate interviews between candidates and hiring managers.
 - Identify and approach active and passive candidates through internal and external channels to fill positions in timely manner & close positions within stipulated period to meet deadlines.
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QUALIFICATIONS

Sam Higginbottom University of Agriculture, Technology and Sciences (SHUATS) Prayagraj, UP
MBA Human Resources Management (Jun 2019)

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Bachelor of Technology Bioinformatics (Jun 2017)