

SUMMARY/OBJECTIVE

Dynamic and results-driven Talent Acquisition Specialist with proven expertise in full-cycle recruitment across diverse industries. Skilled in sourcing top talent, streamlining hiring processes, and fostering strong relationships to support organizational growth. Dedicated to delivering strategic recruitment solutions for impactful hiring outcomes

WORK EXPERIENCE

- **End-to-End Recruitment Lifecycle Management:** Overseeing the complete hiring process, including understanding client requirements, sourcing and screening candidates, conducting interviews and assessments, presenting shortlisted candidates to clients, negotiating offers, managing on-boarding, and maintaining follow-ups post-placement.
- **Candidate Screening and Selection:** Proficient in evaluating applications, identifying qualified candidates, coordinating interview feedback, and effectively communicating job offers to successful candidates.
- **Diversity Hiring Expertise:** Successfully managed projects such as *greenfield aviation diversity hiring*, taking on varied roles to meet organizational diversity and inclusion goals.
- **Specialized IT and Non-IT Recruitment:** Experienced in recruiting across a broad spectrum of profiles, including technical roles such as programming, digital marketing, development, support engineering, quality analysis, network engineering, solution architecture, business intelligence, and project management.
- **Comprehensive Non-Technical Recruitment:** Skilled in hiring for non-IT domains such as site engineering, geotechnical engineering, HR, operations, finance, corporate finance, sales, procurement, and facilities management.
- **Role Coverage Across Levels:** Successfully filled senior, mid-level, and junior positions, ensuring alignment between candidate skills and client expectations.
- **Client-Centric Hiring Approach:** Adept at closing roles based on specific client needs, ensuring a balance between business demands and candidate expertise.
- **Cross-Functional Experience:** Leveraged diverse professional experience across domains, including sales, software development, business development, solution architecture, content writing, social marketing, and healthcare assistance, to better understand and align with client requirements.
- **Strategic Networking:** Developed strong networks in technical and non-technical domains to efficiently source and place top talent.
- **Key Achievements:** Successfully filled roles across various industries, ensuring a perfect match between candidate capabilities and organizational goals, regardless of industry or role complexity.

Senior Executive-Talent Acquisition

BGPS Management Sol Pvt LTD | Noida, Uttar Pradesh | July 2024- till date

Industries: Renewable energy, Aviation, Construction, Information Technology

Senior Recruitment Officer

TalentAhead India Pvt. Ltd. | Noida, Uttar Pradesh | June 2023 – July 2024

Industries: Manufacturing, Renewable energy, Information technology, Aviation, Networking, Marketing & Advertising, Media & Print and Edtech.

Assistant Researcher

New Era India Consultancy | Delhi | April 2022-June 2023

Industries: Information technology, Cloud Security, Manufacturing, Fantasy, Startup

HR Intern Recruiter

Nimbus Adcom Pvt. Ltd | Noida, Uttar Pradesh | February 2022-April 2022

Key Skills: Recruitment Tools, Talent Acquisition, Candidate Sourcing, Screening, Interviewing, Negotiation, Data Analysis, Time Management, Relationship Building, Adaptability, and Results Orientation.

Technical Skills: Proficient in ATS (Talent Recruit, Ceipal), Excel, and Microsoft Office tools.

EDUCATION

Bachelor of Engineering (2017–2022), APJ Abdul Kalam Technical University, Uttar Pradesh

Intermediate (2016–2017) and **High School (2014–2015)**, Silver Shine School, Uttar Pradesh