



# ANURAG TIWARI

📍 Gurgaon, 122001

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## SUMMARY

Proactive recruitment 3+ year expert with background in talent acquisition strategy. Skilled in executive search and targeted advertising campaigns. Achieves high retention and exemplary client satisfaction.

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## EXPERIENCE

**TECHNICAL IT RECRUITER**, 09/2023 - Current

**Buzzworks Business service Pvt. Ltd.**, Gurgaon, India

- Talent Sourcing and Acquisition: Utilized job boards, social media, networking, and referrals to identify and attract top IT talent
- Managed the full-cycle recruitment process for IT roles including software developers, engineers, and project managers
- Candidate Screening and Assessment: Conducted thorough candidate screenings, implemented pre-employment assessments, and technical tests to evaluate candidates' skills and suitability
- Relationship Management: Cultivated strong relationships with candidates, hiring managers, and external agencies
- Provided guidance on market trends, salary benchmarks, and recruitment best practices
- Interview Coordination: Coordinated and scheduled interviews, ensured a positive candidate experience, and provided feedback to hiring managers
- Offer Negotiation and Closing: Facilitated offer negotiations, managed offer acceptance, and oversaw the onboarding process for new hires
- Utilized data insights for process improvement
- Managed interview process on behalf of clients and candidates, maintaining appropriate confidentiality with both parties.
- Good experience in vendor handling
- Salary Negotiation with the Candidates as per the HR Policies
- Perform all recruiting functions needed to fill clients open job positions
- Joining formalities
- Employee Background verifications.

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**SENIOR TECHNICAL CONSULTANT**, 04/2021 - 05/2023

**Intileo Technology**, Gurgaon

- Handling sourcing, identify screening, shortlisting, interview, salary Negotiation, Handling End to End Recruitment process and short-listing the candidates posting the job portals, Like Naukri, LinkedIn, Monster, Hiris
- Interacting with candidates, doing internal screenings
- Client Worked for Client : Capgemini, Nagarro, Incedo, L&T, Calsoft Lab, CBRE Group, Altran, Coforge (Niit), Infogain, Godrej Interio, Coforge (NIIT), Radisys, L&T

Infotech, Wbtech, Sirion Labs, Times Internet, Sourcing/Screening, Short-listing Profiles, Candidates Tracking and Follow up and On Boarding

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## SKILLS

- Full-Cycle Recruitment
- IT and -IT Recruitment
- Sourcing and Screening
- Technical Recruitment
- Candidate Assessment
- Relationship Management
- Interview Coordination
- Vendor management
- Offer Negotiation
- Proficient in MS Word and MS Excel
- Experience with job portals such as Naukri.com, LinkedIn, IIM Jobs, Monster

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## EDUCATION

***NMIMS, 2025***  
**Mba**

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***Chhatrapati shahu ji Maharaj university, Kanpur, 2021***  
**Bsc**

Percentage: 74%

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## CERTIFICATIONS

- Certification on Naukari.com