# Aisha Rani

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## PROFESSIONAL SUMMARY

High-energy IT Recruiter offering 3 years of superior performance in human resources environments. Skillful at promoting employment opportunities in collaboration with online platforms. Successful at interviewing and securing top talent to achieve organizational targets. Knowledgeable of employer regulations and documentation requirements. History of driving advancements in training, productivity and team motivation through proactive approaches.

## WORK HISTORY

**IT Recruiter**. Delhi, India
*Comp Vserv Infosystem | 06/2023 - Current*

- Negotiated competitive salary packages that satisfied both clients" budget constraints and candidates" expectations.
- Successfully placed candidates in various IT roles, including software developers, network engineers, data analysts, and project managers and also did college campus hiring.
- Provided ongoing support to hired candidates during their onboarding process to ensure a smooth transition into their new roles.
- Trained junior recruiters on best practices for sourcing and interviewing qualified IT candidates.
- Collaborated with internal teams to continuously improve recruitment processes and execute as efficiently as possible.

**IT Recruiter**
*Zyoin Web Private Limited | 03/2022 - 03/2023*

- Participated in the full cycle of Recruiting
- Hiring for Middle and Senior level positions for IT and Non- IT profiles across India (Junior, middle, senior and lead Java Developer, C++ Developer, linux embedded, Embedded software Developer, Junior, middle, senior and lead QA Engineer, Cloud Developer, AWS Developer, PL SQL Developer, .Net developer (.net with asp.net and webform), Webmethod Developer, HTML Developer, Technical Program Manager, Devops Engineer, Mainframe Developer, Microstrategy Developer, Shopify Developer, React Developer, Nodejs Developer, Web Analytics, Oracle DBA, Full stack Developers, Area Sales Manager, Branch Manager, Business Analyst, Linux Developer)
- Exploring, Sourcing and Screening candidates from various modes like Portals, Social Media etc
- Screen the candidates to check their Technical knowledge, Project

## SKILLS

- Microsoft Office (Word Excel & Powerpoint)
- Quick decision maker
- Self-motivated and focused
- Communication
- Candidate Sourcing
- Referral Generation
- Applicant Tracking Systems
- Social Media Recruiting
- Client management
- Onboarding Processes
- Screening resumes
- Client Relationship Management

## EDUCATION

**Chandigarh Group of Colleges, Landran Chandigarh**
06/2021

MBA: Marketing - HR

**Loyola Academy Degree College, Hyderabad**
04/2019

B.com

**K.V. Hakimpet, No. 1 (CBSE), Hyderabad**
04/2016

Commerce

## LANGUAGES

**Hindi**
Native or Bilingual

Experience, Communication skills, CTC, Notice period, Interview availability, Academic credential and related Details
- Negotiate/convince the candidate with regards to salary, relocation
- Handling the client
- Take care of team and other extracurricular activity within organization
- Scheduled the interview, conducting telephonic & personal interviews for Analytic hiring
- Continuous follow up with the Offered candidates to ensure offer to onboard conversion.

### Recruiter
*AgNext Technologies | 11/2021 - 03/2022*

- Participated in the full cycle of Recruiting
- Hiring for Middle and Senior level positions for IT and Non- IT profiles across India (Junior, middle, senior and lead Java Developer, C++ Developer, linux embedded, Embedded software Developer, Junior, middle, senior and lead QA Engineer, Cloud Developer, AWS Developer, Develops Engineer)
- Exploring, Sourcing and Screening candidates from various modes like Portals, Social Media etc
- Screen the candidates to check their Technical knowledge, Project Experience, Communication skills, CTC, Notice period, Interview availability, Academic credential and related Details
- Negotiate/convince the candidate with regards to salary, relocation
- Scheduled the interview, conducting telephonic & personal interviews for Analytic hiring
- Continuous follow up with the Offered candidates to ensure offer to onboard conversion.

## English

Full Professional

## AWARDS

- Certified in Organizational behavioral skill course
- Certified in AD-MAD Competition
- Participate in International seminar on TECHNOLOGY DRIVEN PARADIGMS IN COMMERCE
- Participate in Social Activity for CATHOLIC HEALTH ASSOCIATION OF INDIA

## HOBBIES AND INTERESTS

- Traveling
- Singing
- Painting
- Playing with the species
- Communicate with different personalities

## PROJECTS

Customer Satisfaction On Mobile Service Provider Network & A Study On The Impact Of Training And Development Of Employees In Andhra Bank