

Riya Agarwal

Recruitment Consultant

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SUMMARY

Conscientious and compassionate human resources professional with a drive to help employers recruit, develop, and retain qualified candidates. Skilled at partnering with management teams to build employee-centric cultures promoting positive morale and optimizing productivity. Motivating and positive with excellent interpersonal, coaching, and communication skills.

EXPERIENCE

Techsist Solution - Noida, India – March 2023 to Present

Recruitment Consultant

- Performs and contributes to streamlining the full recruitment life-cycle, from sourcing strategies, screening, interviewing, and acquisition to interview preparation, offer negotiation, onboarding, and closing the deal.
- Identifying and qualifying potential candidates utilizing emails, cold calling, LinkedIn Recruiter, internal database, and Naukri portal.
- Properly screen candidates to ensure that their qualification meets job requirements.
- Contributes to resource management.
- Follow up with the shortlisted candidates.
- Maintaining a detailed day-to-day tracker, and updating the database daily.
- Preparing requisitions.
- End-to-end Recruitment.

Careernet – Bangalore, India - Nov 2021 to Feb 2023

Associate Consultant

- Screen Resumes according to the needs of the clients.
- Schedule and Confirm interviews with candidates.
- Sourcing the CVs from various portals such as NAUKRI, LinkedIn
- Manage and Maintain recruiting database.

Intileo Technologies - Gurugram, India – Aug 2021 to Nov 2021

Human Resource Trainee

- Worked as a Human Resource Trainee and assisted in scheduling recruitment drives in various colleges.
- Reviewed and conducted the interviews for the same.
- Actively carried out activities of sourcing candidates for different firms.
- End-to-end Recruitment.

EDUCATION

- MBA – Graphic Era Deemed to be University, 2018-2020
- B. Com (Honours) – Commerce, MJPRU, 2018