

Lalita Joshi

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CAREER OBJECTIVE

Seeking a responsible position in an organization with a challenging and growing environment, where my skills, knowledge and experience can be extensively applied.

WORK EXPERIENCE

- Working with **SourceOne Management Services Pvt Ltd as Sr. Recruitment Executive** from August 31st 2018 to Present.

Responsibilities :

- Interact with hiring managers for submittal feedback, interview scheduling, and follow-up activities including employee migration.
- Handled Clients like, Amdocs, Tata consultancy Services, Capgemini, Ernst and Young, Cognizant, Tech Mahindra, Hexaware, Accenture and many more.
- Salary Negotiations & issues of Offer Letters.
- Recruitments handling for all Levels.
- Short listing final candidate, joining formalities.
- Proactively manage relationships and ongoing communications with candidates and team members.
- Schedule and coordinates interviews with all participating interviewers; interview prospective talent using behavioral interviewing techniques.
- Maintain recruitment strategies by keeping abreast of products and knowledge of industry to high-end skill sets for IT/Technical and Engineering professions w/ a focus on IT Technical and secret clearances.
- Develop and execute effective recruiting strategies, including sourcing and identifying candidates through proactive and passive recruiting strategies such as planning and job boards, social networking, cold calling, database mining.
- Post job ads in online job boards and social media sites such as, Monster.com, Naukri.com, Times job, Twitter, and LinkedIn Recruiter, Facebook to find and attract qualified applicants.
- Responsible for full hiring cycle, including sourcing, pre-screening and locking candidates, scheduling interviews and follow up for successful candidates.

- Worked with **Radical Minds Technologies**– as **Travel Executive** from June 2017 till July 2018.

Responsibilities :

- Managing the Team & Workload related to Domestic Tickets Issue.
- Worked on handling email cases (query/request/complaint).
- Calls handling for all Levels.
- Handling all Invoices & Payments related work.

CAREER ACHIEVEMENTS

- Awarded Best Year Employee Executive from the company End.
- Rewarded with **Appreciation** letters for three consecutive months for being the **Best Performer** in Radical Minds Gurgaon.
- Rewarded with appraisal for giving **Consistent Performance**.

KEY SKILLS

MS Office, MS Excel, Internet

EDUCATIONAL QUALIFICATIONS

- Completed Graduation in Arts Stream from Delhi University through Correspondence in 2018.
- Also done Certified Course in Computer Application from LBSI.

PROFESSIONAL SKILLS

- Knowledge of marketing concepts.
- Practical knowledge of Customer Relations.

HOBBIES/INTERESTS

- Badminton
- Reading Books
- Surfing Internet.
- Interacting with New People

PERSONAL INFORMATION

Date of Birth: January 17, 1997.

Father's Name: Mr. P C Joshi.

Mother's Name: Mrs. Bimla Joshi.

Contact Number: 9871496311

Nationality: Indian.

Language Known: English, Hindi.

Marital Status: Married.

Dated : 10-08-2022