Sakshi Bisht

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Jaipur, Rajisthan, india

Professional Summary:

- Overall, 2+ years of Experience. 8 months as a Technical Recruiter/ Talent Acquisition Executive.
- Complete Knowledge of Full Life Cycle recruiting including screening and interviewing.
- Expertise working experience with MSP Portals like Beeline and Flied Glass.
- Strong working experience in a recruitment life cycle and working with job board like Monster, Dice, Career Builder, indeed, LinkedIn and Naukri
- Develop a personal Excel database which I use to track candidates that I speak with. In addition, I mentor other employees on how to develop a similar, more personalized database.
- Strong working experience with Boolean search and job board filters.
- Negotiate salaries with candidates to keep them competitive yet satisfied.
- Strong working experience with Boolean search and job board filters.
- Prepare candidates before interviews. Go over potential questions and guide the candidate on the proper method for answering them, such as listening to the whole question and not rambling.
- Experience with a successful background sourcing candidates for A2H hiring and full time hiring from a wide range of technical disciplines (developers, database specialists, technical support, network engineering, project management, etc.).
- Conduct reference checks for prospective candidates and negotiation with candidate with good stakeholder management skill.
- Interface with Candidates, Vendor Managers, Human Resources, Engineers, and Engineering Managers to best provide resources for the client's needs.
- Extend offers of employment, explain benefit and compensation packages, and negotiate salary to   ensure that both the candidates and the clients are satisfied.

Skills:

- **Job Boards:** Monster, Naukri, indeed, LinkedIn.
- **Operating System:** Microsoft.
- **Microsoft:** Word, Outlook, Excel, Edge, PowerPoint, Teams, Skype.
- **MSP Portals:** SAP Success Factor, Fieldglass.
- **Other:** Google, X-ray Search.

Education:

- Master of Computer Application (Maharishi Arvind Institute of Engineering & Technology (Rajasthan University) - Jaipur) 06-2018 – 06-2020.
- Bachelor of Computer Application (St.xavier college (Rajasthan University) - Jaipur) 06-2015 – 06-2018.

- 12th form CBSE Board (Sanskar School) 04-2014 – 05-2015
- 10th form CBSE Board (Sanskar School) in 2012-2013

Professional Experience:

Advance Career Solutions   **April 22- Currently**

Role : Technical Recruiter (PwC, EY, Mindtree, Wipro, Capgemini)

Roles & Responsibility:
- Recruit qualified candidates via internet databases (e.g., Monster, Career Builder,Naukri), internal databases, cold calling, gathering referrals, and other strategies when necessary.
- Involved in creating and managing a candidate network and queue along with the onboarding of wide   variety of IT skills.
- Worked with IT consultants of various experience levels on .Net, Java/J2ee, Oracle, SQL Server, QA Tester, Oracle Apps, SAP, People soft, React.Js, Node.Js, Ms Dynamics CRM, Guidewire, DevOps, Cyber Security, UI/UX, Salesforce, SharePoint GRC, Appian, Postgres SQL, Mulesoft, Talend, Successfactor, Sailpoint and etc .
- Search databases such as Monster, Naukri, LinkedIn, indeed for qualified candidates.
- Set up interviews with clients via telephone, computer (e.g., Skype, Go to Meeting, etc), or in person interviews.
- Identified, interview and submit candidates in a timely and efficient manner.
- Effectively negotiated pay rates with candidates for contract positions and timely communication with candidates regarding their availability for contract, rate/salary negotiation, relocation, etc.
- Maintain positive working relationships with employees/consultants and all levels of management to successfully recruit through employee referrals.
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- Also keep the track record of resumes, so that if another clients need a candidate of same requirement, then check his availability with the position and submit.
- During the process worked closely with hiring managers to understand their requirements and produce apt resumes in time.
- Working on all kinds of technologies.
- 1 to 2 hours Quick Resume Submission Process for Contract Assignments.
- Maintaining the candidates database of various levels.
- Analyze the requirement and understand what type of person the client is looking for their opening.
- Extensively sourced candidates via the Job Boards, Web Search and Networking. Worked on all major job boards (e.g Naukri, Monster, LinkedIn, Indeed etc.) to assist the company in

recruiting candidates, which included writing the job descriptions clearly and giving them an identification number, updating the postings and maintaining the job boards. Received all responses for processing and input into the system.

- Thoroughly interviewed prospective candidates to determine skill and client compatibility.
- Prepare candidates before interviews. Go over potential questions and guide the candidate on the proper method for answering them, such as listening to the whole question and not rambling.
- Maintained and updating the ATS/CRM software.
- Provided IT and business candidates to the Big Four and fortune 500 companies such as PwC, EY, Capgemini, Mintree, Wipro etc.

Unicommerce   **Oct 21 – March 2022**
Associate- Product Support

Roles & Responsibility:

- Work with development, operations to ensure development and delivery of products within allotted timeline.
- Handling Tickets and helping clients with there queries and resolving them with an effective manner.

Customer Care Executive   **July 20 – sept 2021**
Teleperformance(Flipkart)- Indore
Roles & Responsibility:

- Helping with the queries/requests of customer to provide best possible solution.
- Assigning cases to designated backend departments and ensuring proper actions being taken for customers' requests.
- Improving upon the feedbacks of customers.

Additional Information:
Father Name: Mr. Jagdish Singh Bisht
Mother Name: Mrs. Urmila Bisht
Date of Birth: May 03, 1998
Blood Group: B+
Permanent Address: Plot no.8 Pratap nagar, Kandira Marg, Kalwar Road, Jhotwara- 302012
Nationality: Indian
Marital Status: Single