

PRIYA MARIAM ALEXANDER

Sr. Talent Acquisition Specialist

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PROFESSIONAL SYNOPSIS

A highly motivated and result-oriented Talent Acquisition Specialist with 4+ years of experience in the technology and professional services industry with a comprehensive understanding of full cycle recruitment encompassing requisition creation, sourcing, interviewing, reference checks, salary negotiations, and extending job offers. A strong communicator works well in teams to contribute to collaborative efforts to produce desired outcomes. Experience in placing qualified IT and non-IT professionals into a variety of contract and permanent positions.

CAREER CONTOUR

Aequilibrium, Vancouver, Canada

February 2022- June 2023

Technical Recruiter (Contract)

Aequilibrium is one of the Top 5 Digital Agencies in Vancouver, helping clients with digital transformation and innovation, and strategize, design and build custom apps / digital products for web, mobile, and XR.

- ♦ Full Cycle Technical and Non-Technical recruiting from posting opportunities all the way to the selection of candidates.
- ♦ Helped in improving the recruitment process in the organization
- ♦ Collaborated with hiring managers to understand the needs and roles to be filled, building job descriptions
- ♦ Attended virtual job fairs.
- ♦ Developed interview guides focused on identifying the top skills, knowledge, and abilities that match the requirements of the role.
- ♦ Reached out to potential candidates through various channels - job portals (LinkedIn Recruiter, Monster, Indeed), social media platforms (Facebook, LinkedIn), and mobile chat groups (WhatsApp, Telegram) and maintained data on ATS (Jazz HR).
- ♦ Screened and interviewed candidates for their skills, fit, and interests
- ♦ Trained and mentored future team members on best sourcing, recruiting, and candidate closing practices.
- ♦ Ensured a best-in-class candidate experience by proactively providing details on the selection process and Hiring Leader feedback.
- ♦ Work as a partner with candidates throughout the process including opportunities matching, interview preparation, offer negotiation, etc
- ♦ Tracked, coordinated, and presented candidate information and metrics
- ♦ Created and managed job postings on internal and external sites
- ♦ Done market analysis for organization expansion

Stringz, India

October 2021 – January 2022

Sr. Talent Acquisition Specialist

Stringz is a PAN India Search and Staffing Solutions Organization established in 2006.

- ♦ Had Experience in Team handling
- ♦ Assisted the clients in completing recruitment needs.
- ♦ Used sourcing methods to find the right candidates by leveraging different tools like Internal database, internal referrals, social media (LinkedIn, Facebook), and Job portals (like Naukri.com, Monster & Indeed)
- ♦ Timely delivery of the right kind of resources
- ♦ Scheduled interviews with the Hiring manager/ Technical Panel, processing, interview coordination, and post followed offer
- ♦ Maintained daily/weekly/monthly reports such as interview status reports, closure reports, and feedback reports Followed up with the selected profiles till onboarding
- ♦ Experienced in Designing and developing Internet job postings
- ♦ Client Relationships and Account Management

Talent Acquisition Specialist

- ♦ Was responsible for IT & Non-IT Recruitment /Contract Staffing/Permanent Staffing for the clients.
- ♦ Was responsible for End-to-End Recruitment Life Cycle
- ♦ Sourced candidates by deploying various prospecting techniques including references, cold calling, networking, mass mailing and job posting.
- ♦ Coordinated with Clients to have a better understanding of the Job Description.
- ♦ Followed with the offered candidates and kept track of their joining dates.
- ♦ Was responsible for maintaining database and trackers on a daily basis based on requirements, profiles shared to the client, feedback, selects and offers, joiners list and payment details, etc.
- ♦ Hired Professionals for many positions in non-IT from mid-level to senior level.
- ♦ Achieved Targets set by the Employer

HR Executive

- ♦ Worked on Non-IT requirements for various clients
- ♦ Posting job requirements (Newspaper) and sourcing candidates through an internal database
- ♦ Preliminary screening/short-listing the right qualitative profile against the given requirement. Conduct initial HR interviews to check communication skills, interest levels, salary fitment, etc.
- ♦ Co-ordinated direct interviews
- ♦ Send the interview call letter and ensure the candidate attends the interview on time Following up with the candidate till joining.
- ♦ Co-ordinate with the clients on the updates for the submissions done.

EDUCATION

MBA- HR & Marketing – 2011

Mahatma Gandhi University, India

B sc. Biotechnology & Botany - 2009

St.Berchmans college, India