

### Professional Summary:

- An accomplished and self-motivated **Recruitment Professional** with **6.5 years of experience** in full-cycle talent acquisition and team management. Proven expertise in sourcing, screening, interviewing, and onboarding candidates across diverse domains, with a strong track record of meeting aggressive hiring targets in high-pressure, fast-paced environments.
- Dynamic and results-driven, with in-depth experience in executing end-to-end recruitment processes — from understanding hiring requirements and defining selection criteria to negotiating compensation, extending offers, and coordinating pre-employment verifications. Adept at collaborating with hiring managers and cross-functional teams to deliver optimal talent solutions.
- Highly organized and detail-oriented, with excellent interpersonal, communication, and presentation skills. Demonstrates strong adaptability, effective time management, and the ability to handle multiple tasks simultaneously while maintaining a high standard of quality and professionalism..

### Technical Skills:

- **Recruitment Tools & Platforms**
- **Applicant Tracking Systems (ATS)**
- **Job Portals:** Naukri, Shine, Indeed, Placement India, JobsForHer, LinkedIn
- **Productivity Tools:** Microsoft Word, Excel, Google Sheets, Zoho Recruit
- **Communication & Collaboration Tools:** MS Teams, Zoom, Google Meet
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- **IT Hiring Expertise**
- **Programming & Development:** Java Developer, .NET Developer, Python Developer, PHP Magento Developer, Full Stack Developer, Front-End Developer, PLSQL Developer
- **Web Technologies:** HTML, CSS, JavaScript, jQuery, UI Development, ExtJS
- **Testing:** QA Automation, Manual Testing, SAP Testing, Finacle Tester, SQL DBA
- **Mobile Applications:** Android Developer, iOS Developer
- **Database Technologies:** Oracle, SQL, MS SQL
- **Microsoft Technologies:** ASP.NET, VB.NET, ADO.NET, C#, SharePoint
- **Data & Analytics:** Data Scientist, BI Analyst, MIS Analyst, MIS Executive
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- **Non-IT Hiring Expertise**
- **Engineering & Technical Roles:** Service Engineer, Project Engineer, Quality Engineer, Design & Development
- **Finance & Accounting:** Chartered Accountant (CA), Finance Executive, Senior Executive (Accounts), Accounting & Finance (Credit, Debit, Global Accounting)
- **Operations & Supply Chain:** Logistics Manager, Supply Chain Executive
- **Sales & Marketing:** Sales Executive, Market Research Analyst
- **Human Resources:** HR Executive, HR Business Partner
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- **Leadership Hiring**
- **IT Head** (FMCG)
- **HR Head** (Retail/E-commerce)
- **Manager/Director – Engineering**
- **CA Manager** (Accounting & Financial Services)
- **SCM Head** (FMCG)

### Professional Skills:

- Talent Assessment & Acquisition
- Candidate Sourcing & Screening
- Advanced Boolean searches
- Verifying Work experience/ Credentials
- Interview and Assess Candidates
- Offer Negotiations
- References Checks
- Full cycle hiring Process.
- Team Meeting
- Team Management
- Leadership

#### Domain Experience:

- IT
- Non-IT
- Production & Manufacturing
- Healthcare/Hospitality
- FMCG
- Engineering domain
- Financial & Banking
- Accounting and Finance
- Retail & E-commerce
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#### Work Experience:

##### Vinclo Systems(Staffing and Recruitment Firm) –(Gurgaon)

##### Team Lead & Sr.IT Recruiter

Feb 2021 -

##### Present

- **Team Leadership:** Lead and manage a team of recruiters, overseeing day-to-day recruitment operations and ensuring alignment with organizational hiring goals.
- **Global Recruitment Management:** Responsible for planning and executing end-to-end recruitment strategies for global talent acquisition.
- **Recruitment Strategy Development:** Designed and implemented scalable recruitment processes, including candidate sourcing, evaluation, and selection strategies.
- **Full-Cycle Recruitment:** Managed the complete hiring lifecycle including requirement gathering, sourcing, screening, interviewing, offer negotiation, and onboarding across various roles and levels.
- **Client & Stakeholder Collaboration:** Worked closely with clients and departmental heads to understand position requirements and align recruitment efforts accordingly.
- **Mentoring & Training:** Provided guidance to team members on job postings, candidate sourcing, and usage of platforms such as Naukri, Shine, Indeed, and LinkedIn.
- **Reporting & Performance Management:** Conducted regular team meetings, and maintained recruitment performance reports (daily, weekly, monthly, quarterly, half-yearly, and yearly).
- **Target Management:** Assisted recruiters in achieving individual and team hiring targets.
- **Strategic Input:** Collaborated with leadership in developing innovative hiring strategies to ensure highquality talent delivery.
- **Executive Participation:** Attended leadership and executive meetings to provide insights and updates on hiring progress and talent quality.
- **Initial Screening:** Conducted telephonic interviews to assess candidate fit, communication, qualifications, experience, and attitude before client submission.
- **Internal Hiring:** Recruited new team members to scale internal recruitment capabilities as needed.

**Recruiter****Jan 2019 - Feb 2021**

- Experienced professional with expertise in the full recruitment life cycle process of formatting Candidates' profiles, submitting for requirements, checking short-listing & interview status, and confirming.
- Strong knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
- Experience with ATS like Job Diva and Inbuilt Database.
- Interview, checking placement status and acceptance of confirmation on Vendor Management Systems or with Manager.
- Well versed with working on various job portals/ social networking sites like Career Builder, Monster, Dice & Indeed.
- Strong understanding of Corp-to-Corp, W2, US Citizens, Green Card Holder.
- Experience with Full-Time Employment (FTE), Contractual (W2) & Contract to Hire Positions C2C.
- Performed technical interviews, and co-coordinating online skills tests, scheduled phone interviews with the Client, generated the place order, and managed the internal database for my consultants or candidates.
- Excellent knowledge of Microsoft office, and Windows Live Mail including MS Outlook, Skype, M Team, Lync.
- Have excellent Technical, interpersonal and communication skills.

**Right Concepts- Lucknow, India****Nov 2018 - Aug 2019****Recruiter****Roles and Responsibilities:**

- Experienced professional with expertise in the full recruitment life cycle process of formatting Candidates' profiles, submitting for requirements, checking short-listing & interview status, and confirming.
- Strong knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
- Experience with ATS
- Well versed with working on various job portals/ social networking sites like Naukri, & Indeed, Placement
- Performed technical interviews, and co-coordinating online skills tests, scheduling phone interviews with the Client, generating the place order and managing the internal database for my consultants or candidates.
  - Have excellent Technical, interpersonal and communication skills.

**EDUCATIONAL QUALIFICATION:**

- **MBA - (HR and Finance)( UPTU)**
- **BSC-From UP Board**
- **10<sup>th</sup> & 12<sup>th</sup> from UP Board**