



Sunita Sahoo

Sr. Healthcare Recruiter

PROFILE SUMMARY

Sr. Healthcare Recruiter with 3years of experience and a proven track record in managing end-to-end recruitment processes for various healthcare roles. Demonstrated expertise in candidate screening, onboarding, and utilising applicant tracking systems to enhance the hiring process. Adept at coordinating interview schedules, maintaining client relationships, and optimising candidate pipelines to shorten timelines. Proficient in US staffing and recruitment, with experience sourcing candidates through job boards and social media. Strong knowledge of full-cycle recruitment, negotiation, offer management, and employee onboarding. Dedicated professional known for accountability, cooperation, and excellent communication skills.




EDUCATION

2020	MS/M.Sc(Science) MITS School of Biotechnology, Bhubaneswar
2018	B.Sc MITS School of Biotechnology, Bhubaneswar
2015	XIIth English
2013	Xth Oriya

WORK EXPERIENCE

Apr 2023 - Dec 2023	Sr. Healthcare Recruiter LanceSoft Pvt Ltd. <ul style="list-style-type: none">Managed end-to-end recruitment for 10-15 roles, candidate screening, and onboarding.Coordinated interview schedules, and maintained relationships with candidates and clients.Assisted in sourcing, screening, calling, and scheduling the interview process for new hires and ensured compliance with company policies.Utilised applicant tracking system (ATS) to streamline the hiring process, and improve the candidate experience.Shortened timelines via optimization of the candidate pipeline.
Nov 2022 - Mar 2023	Sr. Healthcare Recruiter Talent4Health <ul style="list-style-type: none">Have knowledge about aspects of US staffing and

PERSONAL INFORMATION

-  Email
sunitasahoo0987@gmail.com
-  Mobile
(+91) 9938106527
-  Total work experience
3 Years 2 Months

KEY SKILLS

- Talent Acquisition
- Full-cycle recruitment
- Interviewing Techniques
- Screening Resumes
- Employee Onboarding
- Good Communication
- Offer Negotiation

OTHER PERSONAL DETAILS

- City

Cuttack
- Country

INDIA

LANGUAGES

- English

- Hindi
- Odia

Oct 2020 - Oct 2022

- recruitment.
- Working with positions such as Medical Assistant, CNA, CMA, LPN, and RN for clients such as Mount Sinai, NYCH, AHS, and CVS.
- Strong expertise with our internal processes and tools.
- Experience in using various job boards and social media to source candidates.
- Knowledge about the full recruiting cycle, from sourcing to closing candidates.

Recruitment Executive

Integrated Resources

- Sourcing, screening, calling, and scheduling the interview for life science/pharma requirements.
- Responsible for end-to-end recruitment process.
- Following up on the interview process status.
- Good knowledge of various job portals (LinkedIn, Indeed, Career Builder, etc.).
- Must have handled mid-level to senior-level hiring.
- Coordinating with various team managers for open requirement.
- Also working with other domains non- IT, Healthcare, Scientific.