



# Sunita Sahoo

Sr. Healthcare Recruiter

## PROFILE SUMMARY

Sr. Healthcare Recruiter with 3 years 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.

## 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

## EDUCATION

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

## WORK EXPERIENCE

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

- Hindi
- Odia

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.

Oct 2020 - Oct  
2022

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.