MAHIMA NISHAD

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SUMMARY

Dedicated HR Recruiter with comprehensive expertise in talent acquisition, onboarding, employee relations, and HR operations. Skilled in recruiting and hiring top talent, providing strategic staffing support to management, and fostering a positive workplace culture. Committed to promoting employee development, engagement, and retention, while mobilizing high-performing and loyal corporate teams. A proven track record of enhancing HR functions to support overall business objectives.

SKILLS

- **Technical Skills–**ATS (Salesforce), Job Boards (Naukri, LinkedIn, Foundit, Indeed).
- **Soft Skills–**Strategic sourcing, Job portal, Onboarding, Screening, Interviewing, Head hunting recruitment, Job posting, Salary negotiation, MS Office, HR Operations, Exit formalities, Employee relation, Communication, Employee engagement.

WORK EXPERIENCE

Spectrum Talent Management
01/2023 – Present   *Noida, India*

Responsibilities

- Coordinating with managers to understand requirement needs and align interviews accordingly.
- Source, screen, and shortlist candidates from various portals, including Naukri, LinkedIn, Monster, Internshala, employee referrals, and social media, to ensure the right fit for each role.
- Manage vacancy postings across multiple job sites to attract qualified candidates, ensuring maximum visibility for open positions.
- Organize and coordinate interviews with hiring managers, ensuring a smooth and efficient interview process for both candidates and internal stakeholders.
- Negotiate salary packages with candidates, handling follow-up communications post-offer until successful onboarding.
- Conduct and oversee the onboarding process, including documentation, induction participation, seating assignments, and clarification of employee queries.
- Maintain accurate MIS sheets and G-sheets for data tracking.
- Addressing employee queries and resolving HR-related concerns. Maintain employee data and ensure smooth internal communication.
- Manage day-to-day operations, such as attending to phone calls, greeting visitors, and conducting first-round interviews

for walk-in candidates.

- Addressing employee queries and resolving HR-related concerns.
- Creating offer letter.

BSL Consulting

Jan 2023 –Jan 2025

HR Recruiter

Noida, India

Responsibilities

- Coordinating with hiring managers to understand staffing needs and align interviews accordingly.
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- Negotiate salary packages with candidates, handling follow-up communications post-offer until successful onboarding.
- Conduct and oversee the onboarding process, including documentation, induction participation, seating assignments, and clarification of employee queries.
- Maintain accurate MIS sheets and G-sheets for data tracking.
- Acting as the Point of Contact (POC) for Post Offer Management Team (POMT), managing communication between candidates and the operations team to ensure seamless onboarding experience.
- Addressing employee queries and resolving HR-related concerns. Maintain employee data and ensure smooth internal communication.
- Manage day-to-day operations, such as attending to phone calls, greeting visitors, and conducting first-round interview for walk-in candidates.
- Addressing employee queries and resolving HR-related concerns.
- Assist with exit formalities by managing documentation and facilitating full-and-final settlements.
- Played a pivotal role in launching the company's healthcare recruitment division.
- Led the sourcing of healthcare professionals, such as Doctors and Nurses, for clients like Burjeel Holdings, Dr.Sulaiman Al Habib Medical Group, Saudi German Health, Accenture, etc.
- Handling a team of two and providing necessary training to enhance their skills and efficiency.
- Creating and posting birthday and work anniversary messages through the internal system to enhance employee engagement.

Requirements worked on:
- **Internal Hiring**: IT Recruiter, UK IT Recruiter, US IT Recruiter, HR Interns, HR Executive, RPO, Admission Counsellor.
- **Client Hiring**: CEO, COO, Assistant Manager Finance, Finance Manager, HR Manager, Deputy Director Finance, Director Procurement from healthcare backgrounds, NCLEX RN certified IRN & USRN, Doctors in various specializations like Radiology, Gastroenterology, OB-Gynecologist, Pulmonologist, Radiologist, Neurologist and for Nurses including critical care, RNs, Staff Nurse.
- **Tools**: ATS- Salesforce, Naukri, Monster, LinkedIn.

Mbit Pvt. Ltd.
04/2022to09/2022   *Noida, India*

Responsibilities

- Coordination with the hiring managers and understanding the client's requirements. Worked on various junior, senior, and niche technical skills for the PAN India location.
- Sourcing, screening, and shortlisting resumes through various job portals like LinkedIn, Naukri, internal reference, head hunting, etc.
- Shortlisting the resumes based on desired skills and experience.
- Advertising vacancies over various portals and parsing the resumes in the ATS platform.Set up and maintained an internal database/ pipeline of candidates, reducing hiring time by 30%. Coordinated the end-to-end recruitment process from initial contact to the offer stage.
- Salary negotiation and rigorous follow-ups until the candidates are onboard. Helping in the joining formalities and documentation.

Requirements worked on:

- **Technical skills**: Java Developer, Dot Net Developer, Angular Developer, Ui/Ux Developer, Devops Engineer, Linux Administrator, Golang Developer.

- **Clients**: NTT Data, Infosys, Policy Bazar, Wipro, TCS, etc. Tools: ATS- Job Diva, Naukri, LinkedIn.

EDUCATIONAL QUALIFICATION

RD ENGINEERING COLLEGE *2019*
B.Tech (Computer Science)

LANGUAGES

English, Hindi