

# PRIYA SINHA RAY

## Sr HR Executive

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priyasinharoy

## SUMMARY

Technical recruiter having strong experience in hiring right talent for the right business which helps shaping up the organisational needs and people career. Mostly, been involved in hiring for various skills where positions had a high impact for the company.

## PROFESSIONAL EXPERIENCE

### Cyber Group India Pvt. Ltd.

#### Onsite Technical Recruiter

Noida

Mar '21 - Present

- Identifying future **hiring needs** and **developing** job descriptions and **specifications**.
- Collaborating with department managers to compile a consistent list of requirements.
- Work and form relationships with internal management teams to know the ins and outs of their departments and better understand their hiring needs and job specifications.
- Develop and release **job postings** on a platform, such as social media and job boards.
- Utilise knowledge of **multiple recruiting sources** and execute innovative recruiting strategies to find **quality candidates** and prospects for new business.
- Screen resumes** and prospects, qualify, interview, and manage candidates throughout the interview process from prepping before **interviews** to assisting with final offer **negotiation**.
- Maintain a **database** of candidate records, including active and passive prospects, hired and fired employees, and other candidate relationships.
- Follow up** on interview process status and update records in an internal database.
- Provide **coaching** and guidance to more junior level recruiting staff.
- Promoting the company's reputation and attractiveness as a good employment opportunity.
- Managing internship programs.
- Providing **recruitment reports** to team managers.

### Amanzi Technologies Pvt. Ltd.

#### Sr. HR Executive

Delhi

Feb '21 - Present

- Design and update job descriptions.
- Source potential candidates from various online channels (**Naukri, Monster, LinkedIn and Referencing**)
- Advertise job openings** on company's careers page, social media, job boards and internally.
- Phone screening**, interviewing to assess potential candidates for **clients** as per their requirement, **scheduling** and **coordinating** client interviews and **assessing** potential applicants for multiple positions.
- Provide shortlists of qualified candidates to hiring managers.
- Negotiation** of annual salary for full-time positions.
- Closing** on existing requirements and maintain a good relationship with account managers.
- Created and **maintained** computer database effectively managing candidate and client.
- Work with company Director and Managers to strategically **plan** initiative that will benefit the company and encourage more efficient and beneficial work from employees.
- Direct hiring and training procedures for new employees.**
- Continually educate employees on company policies (including sexual harassment, appropriate dress and social media permissions, etc).
- Promote a positive and open work environment where employees feel comfortable speaking up about issues.

### Amanzi Technologies Pvt. Ltd.

#### Technical Recruiter

Delhi

Jun '19 - Jan '21

- Source candidates** using various search portals to build a robust **candidate pipeline**.
- Screen** candidates by reviewing resumes and job applications, and performing **phone screenings**.
- Take ownership of candidate experience by designing and managing it.
- Develop job postings, job descriptions, and position requirements.
- Perform **reference checks** as need.

### NPR Associates & Consultants (SMVA Consultants)

#### Human Resources Executive

Noida

Jan '19 - Jun '19

- Reviewing resumes and applications.**
- Conducting recruitment interviews.
- Working with recruitment agencies to **source candidates** for specific job positions.
- Coordinating** with consultants and candidates for scheduling appointments with the management team for **sourcing**.
- Conducting first round of **telephonic interview**.
- Training** new or existing employees.
- Maintaining and regularly updating the master database.
- Preparing letters such as offer and confirmation
- Reviewing** job descriptions for all positions at regular intervals and updating them in consultation with respective managers.

## EDUCATION

- Bachelor of Technology:** Deenbandhu Chotu Ram University of Science and Technology
- Higher Secondary:** Rajasthan Board of Education
- Matriculation:** Central Board of Education

## SKILLS

- Corporate Recruiting
- Talent Acquisition
- Sourcing
- Interviewing skills
- Leadership
- Employee Training
- Lead Generation
- Employee Relations
- Time Management
- Negotiation
- Social Networking
- Talent Mining
- Screening