

# Priya Sinha Ray

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Talent Acquisition professional with 5 years of experience. Proven ability to identify, attract, and retain top talent through innovative sourcing strategies, interviewing techniques, and talent management practices. Collaborative team player with strong communication skills and a track record of building positive stakeholder relationships. Seeking new challenges to drive business success.

WORK EXPERIENCE

## Assistant Manager – Talent Acquisition

Alchem Synergy

Jan/2022 – till now

Delhi, India

- Accomplished Talent Acquisition professional with experience recruiting executive-level roles and high-demand positions.
- Proficient in innovative sourcing methods, including LinkedIn Recruiter, job boards, and employee referrals, to attract top talent.
- Successfully filled 70% of open roles within the first 30 days of posting job ads.
- Utilized ATS tool to streamline recruitment processes and improve the candidate experience.
- Collaborated with hiring managers to understand specific hiring needs and develops recruitment strategies aligned with business objectives.
- Developed strong relationships with recruitment service providers and consulting firms.
- Implemented effective screening processes, coordinates interviews, and extends job offers while negotiating compensation and benefits packages.
- Ensured smooth onboarding and orientation processes for new hires.
- Monitored employee exit management to ensure a smooth transition.
- Conducted reference and background checks for selected candidates

## Senior HR Executive

Amanzi Technologies Pvt. Ltd.

Feb/2021 – Jan/2022

Delhi, India

- Led team of 4 recruiters in conducting market and talent trend research, and review resumes.
- Designed and updated job descriptions, sourced potential candidates from various online channels.
- Advertised job openings on the company's careers page, social media, job boards and internally.
- Assessed potential candidates for clients through phone screening, interviewing, scheduling and coordinating client interviews, and provided shortlists of qualified candidates to hiring managers.
- Worked with company Director and Managers to strategically plan initiatives to benefit the company, negotiated annual salary for full-time positions, closed on existing requirements, managed a computer database effectively, directed hiring and training procedures for new employees, continually educated employees on company policies, and promoted a positive and open work environment.
- Develop relationships with and routinely contact industry leaders to share open job positions; filled Biometrics Developer role within 2 weeks

- Worked as ONSITE RECRUITER at **Cybergroup** for a year, where I carried out following role and responsibilities:
  - Identifying future hiring needs, developing job descriptions and specifications, and collaborating with department managers to compile a consistent list of requirements.
  - Building relationships with internal management teams to understand their hiring needs and job specifications, and utilizing knowledge of multiple recruiting sources to execute innovative recruiting strategies.
  - Releasing job postings on platforms such as social media and job boards, screening resumes and prospects, and managing candidates throughout the interview process.
  - Maintaining a database of candidate records, following up on interview process status, and updating records in an internal database.
  - Pioneered college recruitment program and coordinating annual visits to universities with job fairs, providing coaching and guidance to junior level recruiting staff, promoting the company's reputation, and managing internship programs and providing recruitment reports to team managers.

### Technical Recruiter

Amanzi Technologies Pvt. Ltd

June/2019 – Jan/2021

Delhi, India

- 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 needed.

### Human Resource Executive

NPR Associates and Consultants (SMVA Consultants)

01/2018 – 06/2019

Delhi, India

- Reviewing resumes and applications and conducting recruitment interviews.
- Sourcing candidates through recruitment agencies and coordinating scheduling with management team.
- Conducting first round of telephonic interview and training for new or existing employees.
- Maintaining and regularly updating the master database and preparing offer and confirmation letters.
- Reviewing and updating job descriptions for all positions 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