



# PAYAL SUTHAR

## Recruitment Lead

### OBJECTIVE

Self-motivated, efficient and thoughtful Talent acquisition professional with 1.11 years of experience in the industry and I believe my strengths and skills make me a perfect fit for this Role.

### WORK EXPERIENCE

ADDREC SOLUTIONS PVT LTD,  
AHMEDABAD

Recruitment Lead, June 2022 - NOW

Provide accurate and timely reports and communication to management, hiring managers, and Human Resource Business Partners

Create job requisitions and accurately manage candidates through the recruiting workflow in applicant tracking systems

Working with Recruitment Partners to establish strong working relationships

Identify and submit qualified candidates to Client Hiring Managers based on the provided job description  
Recruits senior IT profiles, with focus on functional expertise (areas such as infrastructure, SAP, project management, change management etc.)

Is involved in offer management and pre-employment process management, including reference checks



9116906821



payalsuthar185@gmail.com

Ahmedabad

TECH/ NON TECH  
Oracle || Security  
||Core IT ||BFSI ||FMCG  
||Real Estate|| Data  
Intelligence || SAP

### RECRUITMENT SKILLS

Talent Assessment  
&Acquisition,  
Candidate Sourcing &  
Screening,  
Advanced Boolean  
Searches  
Executive Recruiting  
Offer Negotiations  
Placement & On boarding  
Non IT Hiring  
Finance Hiring  
Keyword Search  
X-Ray Search  
End to End Recruitment  
Stakeholder Management

## WORK EXPERIENCE

### **ADDREC SOLUTIONS PVT LTD, AHMEDABAD**

*Recruitment Specialist, June 2021 - June 2022*

- | Responsible for End to End recruitment involved in the full recruitment life cycle across all levels and various skills.
- | Posting and Sourcing profiles through Naukri and Monster and Shine and social networking sites i.e., LinkedIn attracting active job seekers.
- | Source requirement gathering and analysis.
- | Conducting the first level of an interview as a part of the screening process.
- | Salary Negotiation.
- | Validating and submitting profiles.
- | Follow-ups with the offered candidates till joining.

## ACADEMIC QUALIFICATION

LJ Institute of management Studies, Ahmedabad | MBA  
in Human Resource

Management, 2019-2021

Mohanlal sukhadiya University, Udaipur | BCA, 2016-2019  
Pioneer Senior Secondary School, Garhi | RBSE | Commerce

## DECLARATION

I do hereby declare that the above stated information is correct and verified till date.