**PRIYA SRIVASTAVA**

**Contact:** +91 7309131431

**E-Mail** [**hr.spriya16@gmail.com**](mailto:hr.spriya16@gmail.com)

# To work in a globally competitive environment on challenging assignments that shall yield the twin benefits of the job satisfaction and a steady-paced professional growth for both the employee as well as the employer.

**SYNOPSIS**

* **Worked at IMS People with holding 3 Years 7+ Months experience in US Recruitment and handling team and client with all my skills and learnings.**
* **Employed as a Team Lead in IMS People located in Ahmedabad, Gujarat.**

# Recruited for Non-IT /IT and Healthcare profiles.

* **Awarded with Best Recruiter Role.**
* **Completed HR Generalist Certification Course with Certificate.**
* **Certified HR Implementation Policies**

# Completed MBA in HR and Marketing from Shri Ram Swaroop Memorial University.

* **Completed B. Com (Hons) from Modern Girls College of Professional Studies Lucknow**.
* Certificate of completion in HR course and training.
* Detail-oriented with an analytical bent of mind and positive attitude.
* Capable at grasping new technical concepts quickly and utilizing it in a productive manner.
* Proactive and focused as student, made several presentations, and attended seminars.
* An effective communicator with strong analytical, interpersonal, and problem-solving skills.

# ACADEMIC CREDENTIALS

* **Completed MBA in HR and Marketing from Shri Ram Swaroop Memorial University in 2019**
* **Completed B. Com (Hons)** from Modern Girls College of Professional Studies Lucknow in 2017
* **12th** from Huddard High School, Kanpur (ISC Board) in 2014.
* **10th** from Huddard High School, Kanpur (ICSE Board) in 2012.

**TECHNICAL**

**Operating system:** Windows 98 /7/8/8.1/10/11 XP /VISTA/7/10/11

**Others:** MS-Office, MS- Excel, Internet Applications

**Portals:** Monster, indeed, Career Builder, LinkedIn, Zip Recruiter, Naukri, Wanderley, Nursefly

**ATS:** Job Diva, Bull-Horn, E- Recruit & Nexus

**CERTIFICATION**

* HR Generalist Certified
* HR Implementations Policies Certified

**WORKING EXPERIENCE**

**Organization**

Interactive Manpower Solutions (IMS)

**Profile**:

Team Lead

**Duration:**

Oct 2022- Jan 2023

# Responsibilities:

* + Responsible for day-to-day management of 6-10 recruiters to drive delivery of candidate submittals for requisition fulfillment via in person, phone, email, and online management application.
  + Worked with trainees, recruiters, and senior resources in all domains, helping them identify, prioritize and manage job requirements.
  + Assisted Recruiters in identifying all opportunities across customer base of job orders where a qualified candidate may fit.
  + Reviewed all candidates prior to client submittal to ensure all client and internal requirements are met.
  + Generated daily, weekly, monthly, and quarterly reporting for internal management review.
  + Partnered with on-site team in determining priority of assignments and workflow management.
  + Reviewed pipelines by commodity to ensure inventory of skills meet expectations.
  + Acted as a liaison between core Recruiting Team and on-site Recruiting and Account Management team.
  + Assisted in coordination and management of daily Focus Order meetings amongst the Recruiting and Account Management team.
  + Mentored & coached newcomers and trainees with the complete Recruitment Life cycle and RPO Business Model.
  + Focused 40% of the time on heading the Recruiters team; and 60% directly recruiting for w2 and direct hire positions.
  + Maintained a professional and consistent relationship with the clients/customers
  + Kept up with the trends and innovative recruiting techniques in order to be competitive in state-of-the-Art recruiting practices.
  + Prepared Google Sheets for data management and run Reports every day and on weekly and monthly basis on company software to get oriented results.
  + Maintained Attendance roaster for marking present and absent of the recruiter in my account manager team.

**Organization**

Interactive Manpower Solutions (IMS)

**Profile**:

Sr Recruiter

**Duration:**

Jan 2021 – Oct 2022

**Responsibilities:**

* + Provided support to an organization in finding the qualified candidates for vacant job positions.
  + Reviewed large number of resumes as per the requisition.
  + Designed and implemented the overall recruiting strategy.
  + Sourced of candidates via Internet search (Monster, DICE, Hot Jobs, Career Builder, Net-Temps) and have been recruiting for IT and Non-IT positions.
  + Full Lifecycle Recruiting experience, generated understanding the opening, sourcing the right candidate, technical interviews, negotiations, closing the deal and maintaining the relationship with client and consultants.
  + Sourced & short-listed the candidates as per client's requirements through Headhunting, Portals, referencing, database generation, social networking sites, and web postings.
  + Hired and interviewed staff and updated database I system.
  + Provided full life cycle recruitment training to Jr. Recruiters. (Requirement Gathered, Analyzed, searched, sourced, etc.).
  + Experienced in Visas – OPT, H1B, EAD, GC & USC
  + Motivated team to accomplish the goals for an organization and to enhance the interpersonal skills.
  + Provided full life cycle recruitment training to Jr. Recruiters. (Requirement Gathering, Analyzing, searching, sourcing, etc.).
* **Tools**: MS-Office, MS-Excel, Google Sheets, Reports Run on company software
* **Portals:** Monster, indeed, Career Builder, LinkedIn, E-Recruit
* **ATS:** Job Diva, Bullhorn, E- Recruit

**Organization:**

Interactive Manpower Solutions (IMS)

**Profile:**

Recruiter

**Duration:**

Jan 2020 – Jan 2021

**Responsibilities:**

* + Sourced, interviewed, and selected applicants for Technical/ Non-Technical positions.
  + Handled LinkedIn to source people for hiring
  + Met with hiring managers to determine job duties.
  + Matched applicants to job openings.
  + Sourced for future job openings.
  + Listed job postings on job boards, social media, corporate career web sites, and other possible channels and viewed applications.
  + Called applicants and perform phone screens.
  + Have applicants come in for formal interviews.
  + Instructed applicants on the nature of the job and whom they will be speaking with during the interview.
  + Facilitated meeting between hiring manager and applicant Source, interview, and select applicants for technical positions.
  + Handling LinkedIn to source people for hiring Meet with hiring managers to determine job duties.
  + Matched applicants to job openings.
  + Sourced for future job openings. List job postings on job boards, social media, corporate career web sites, and other possible channels. View applications.
  + Called applicants and perform phone screens. Have applicants come in for formal interviews.
  + Instructed applicants on the nature of the job and whom they will be speaking with during the interview.
  + Facilitated meeting between hiring manager and applicant

**Tools**: MS-Office, MS-Excel,

**Portals:** Monster, indeed, Career Builder, LinkedIn, E-Recruit

**ATS:** Job Diva, Bullhorn, E-recruit

**Organization:**

Interactive Manpower Solutions (IMS)

**Profile:**

Jr. Recruiter

**Duration:**

Jun 2019 – Dec 2019

**Responsibilities:**

* + Sourced, interviewed, and selected applicants for non-Tech and Healthcare positions.
  + Handled LinkedIn, CB, and Monster to sourced people for hiring
  + Met with hiring managers to determine job duties.
  + Matched applicants to job openings.
  + Sourced for future job openings.
  + List job postings on job boards, social media, corporate career web sites, and other possible channels.
  + Called applicants and perform phone screens.
  + Provided shortlisted qualified candidates to hiring manager
  + Maintained database of the candidates.
  + Helped in other admin duties to Senior.

**Tools**: MS-Office, MS-Excel,

**Portals:** Monster, indeed, Career Builder, LinkedIn, Wanderley, Nursefly

**ATS:** Job Diva, Nexus

**Visa worked on**: OPT, H1B, EAD, US Citizen, Green Card Holder.

**SKILLS**

* + Excellent knowledge of Human Resource Development and Management
  + Excellent organizational skills.
  + ATS
  + Onboarding
  + Rolled out Call Letter
  + Scheduling Interviews
  + Recruitment
  + Administration
  + Learning and Training
  + MS Office
  + MS Excel
  + Report Geneation
  + Strong oral and written communication skills.
  + Excellent interpersonal skills.
  + Ability to meet deadlines and targets.
  + Ability to understand and analyze people.
  + Well organized, detail oriented and confident personality.

**SUMMER INTERNSHIP TRAINING**

**Organization:** Varun Beverages Limited (PEPSICO**)**

**Duration:** 8 Weeks (June 2018 - July 2018)

# Profile: HR & Admin

**Key Learning’s:**

* + Conducted induction program for new hires.
  + Updated and Maintained HR Records.
  + Rolled out joining letters and helped in joining formalities.
  + Maintained Attendance of employees of Varun Beverages.
  + Recruited profiles from Naukri portal
  + Assisted in payroll, salaries, preparation by relevant data.
  + Successfully completed my summer training in Recruitment and Selection Process.

**Organization:** CA Amar Tandon **Duration**: 8 Weeks (June -July,2016)

**Profile**: Finance

**Key Learning**:

* + Successfully completed my Summer Training in Director under the companies for Act 2013.
  + Balance Sheet
  + Ratio Analysis
  + Tally
  + Financial Statement under the special Assistance of CA Amar Tandon.

**Achievement:** Received **Appreciation Letter** during **Both** the Internship.

**BEYOND ACADEMIA**

# Nominated as a Best Recruiter in a Newcomer category in an Annual Award Ceremony of IMS.

* **Awarded as a TOP Performer of the Month.**
* **HR Generalist Certification received.**
* Participated in UP Investor Summit 2018, Conducted by Confederation Industry of India (CII).
* Participated in Seminar on Cashless Transaction Organized by COIR BOARD, Ministry of MSME, Gov. of India.
* Participated in a certified Student Development Program.
* Attended 2 days’ workshop on Digital Marketing organized by SRMU with IIT Delhi **.**
* Secured First Position in Basketball as a part of “OJAS 2015” held at Jaipuria Institute of Management Lucknow.
* Participated in UP & UK Regional Basketball Championship 2012 in Senior Girls Group held at Greater Noida.
* Secured Runners-up Position in the ICSE/ISC Basketball Tournament 2012 held at School.
* Secured First Position in Inter School Basketball Tournament held in the year 2010.

# Anticipated in Presentation Competition.

* Actively participated in Cultural Event in School/College Level.

**PERSONAL DOSSIER**

**Date of Birth:** 16th October 1994 **Father’s Name:** Late. K.S Srivastava **Gender:** Female

**Language:** English & Hindi.

**Permanent Address:** D-195, F1, Balaji Estate, Shyam Nagar, Kanpur-208013

**City:** Kanpur- 208013

**DECLARATION**

I Priya Srivastava hereby declare that the information provided above is true and the best of my knowledge.

***Priya Srivastava***

Date: (Signature)