

PERSONAL DETAILS

Gender: Female
D.O.B: 23/12/2002
Nationality: Indian
Address: Rourkela, Odisha
Languages: English, Hindi, Odia
Hobbies: Painting, Travelling

EDUCATION

MCA
TACT, Bhubaneswar
2025
B.Sc. in Zoology (Hons)
Sambalpur University, Rourkela
2023





SKILLS

- Python
- SQL
- HTML
- CSS
- Javascript
- MS Excel
- C#

CERTIFICATIONS

Python Industry Oriented Training Certificate
TACT
2024
Management Information System Certification
NPTEL
2024
Cloud Computing and Distributed Systems Certification
NPTEL
2024
Introduction to Industry 4.0 and Industrial Internet of Things
NPTEL
2024

SWATISNIGDHA PANIGRAHI

 7008846708  snigdhaswatipanigrahi@gmail.com
 [github/Swati](https://github.com/Swati)  linkedin/swatisnigdha3

PROFESSIONAL OVERVIEW

Proactive and detail-oriented US Recruiter with experience in managing end-to-end recruitment processes, coordinating with US hiring managers, and maintaining accurate reports. Strong interest in technical skills and data-driven work, with hands-on knowledge of Python, SQL, Excel, and web development skills. Adept at sourcing, screening, candidate engagement, and maintaining recruitment dashboards, while also leveraging analytical and coding skills to improve workflows, optimize reports, and support HR/TA operations. Passionate about combining recruitment expertise with technical capabilities.

WORK EXPERIENCE

Management Trainee – US Recruiter
Lancesoft India Private Limited | December 2025 – Present

- Managed end-to-end US recruitment for various roles, including sourcing, screening, shortlisting, and submitting candidates for diverse corporate and administrative positions.
- Utilized job portals like LinkedIn, Naukri, Indeed and ATS to source qualified candidates and maintain an organized talent pipeline.
- Conducted resume evaluation, phone screening, interview scheduling, and candidate coordination, ensuring strong alignment with client job requirements.
- Updated and maintained ATS records, recruitment trackers, and daily/weekly hiring reports, supporting MIS accuracy and workflow efficiency.
- Collaborated with US hiring managers and account managers for requirement gathering, timely follow-ups, documentation checks, and onboarding support.

PROJECTS

Graphical Password Authentication System
MCA, TACT | Jan 2025 – May 2025

- Created a Graphical Password Authentication System using Python and MySQL to enhance data security through image-based login.

Waste Management System
MCA, TACT | Aug 2024 – Dec 2024

- Developed a Waste Management System using HTML, CSS, and JavaScript, featuring a responsive interface for efficient waste tracking.