**SHILPI SRIVASTAVA**

Address:

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Katy, Texas 77494

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Marital Status: Married

Date of Birth: 30th September 1980

Phone: 832.703.8218

Gender: Female

**Objective**:

Seeking a position with an organization where demonstrated skills in recruitment, administration, and sales can be used to increase profitability and promote growth.

**Summary**:

3+ years of professional experience as a recruiter in a big organisation.

Work Authorization:

Authorised to work for any employer in the United States of America (EAD)

**Employment History**:

Worked as ‘HR Recruitment Consultant’ in Tarkash Consultants Pvt. Ltd., New Delhi, India from July 2006 to November 2010.

Moved to USA in 2011.

Recently got EAD.

**Functions**:

1. Full cycle recruitment, placing almost 4 candidates every month. Revenue generation of almost 3 to 4 times the base salary each month.

2. Sourcing through various updated techniques like job boards, LinkedIn, internet tools, referrals and database(ATS) etc.

3. Screening candidates - Using various interview methods like behavioral based, in-person, group interviews, etc.

4. Handle all aspects of the application process.

5. Negotiating offers & closing hires.

6. Training new hires and managing a team of 3.

7. Managed client accounts for 2 years and developed new business for the organisation.

**Skills**:

1. Ability to communicate at all levels effectively whether individually or as a team.

2. Ability to effectively plan, set goals and meet deadlines.

3. Self-driven, able to prioritise tasks and implement changes smoothly.

4. Used ATS,Word, Excel, Outlook Express,email, MS365.

5. Updated knowledge about managing different candidates (US Citizens, Green Card Holders, H1B, EAD - employment authorization document) and various ways of hiring candidates on W2, 1099, Corporation to Corporation, Contract to Hire, Full Time.

**Speciality**: IT, Healthcare and Oil and Gas recruitment.

**Past Assignments**:

* Information Technology: Project Manager, Software Engineer, Software Developer, Web Developer, Hardware Engineer, Programmer Analyst, Systems Programmer, Systems Administrators, Technical Support, Network Engineer, Data Analyst, Database Administrator, Help Desk.
* Health Care: Physicians, Clinical Managers, Medical Front Office Assistant, Sales Professionals, Research Scientists.
* Oil and Gas: Solution Engineers for Smart Plant and Aveva products. Build a network of oil and gas professionals through an online database ‘http://plantsoftwareexperts.com/’.

**Educational Qualifications**:

Bachelor of Pharmacy in 2005 from the Department of Pharmaceutical Sciences at Birla Institute Of Technology, Mesra Ranchi (Deemed University), India : 77%

Senior Secondary School in 1998 from Maharishi Patanjali Vidya Mandir, Allahabad, India, affiliated to C.B.S.E. : 70%