



SAKSHI TIWARI

HR Recruiter

Contact

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Agar Malwa, Madhya
Pradesh 465441

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WWW
[Bold Profile](#)

Skills

- MS Office
- MS PowerPoint
- Net Surfing
- Flexibility and adaptability
- Leadership and teamwork
- Hard working
- Self-motivation
- Adaptability
- Quick learner

To work in a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a graduate to grow while fulfilling organizational goals.

Work History

2024-04
Current

HR Recruiter

Sharda Consultancy services, Remote

- Enhanced candidate experience by streamlining the interview process and providing timely feedback.
- Evaluated strengths and weaknesses of candidates through effective screening processes.
- Developed recruiting strategies to identify qualified candidates and build network.
- Managed full-cycle recruiting processes, resulting in successful placements and employee satisfaction.
- Reduced time-to-fill for open positions by implementing targeted recruitment strategies.
- Collaborated with hiring managers to identify talent needs and develop effective job descriptions.
- Evaluated existing recruitment tools and resources, recommending improvements where necessary to enhance overall effectiveness of talent acquisition efforts.
- Placed advertisements, evaluated applicant credentials, conducted initial interviews and pre-screening assessments.
- Increased diversity in candidate pools by leveraging social media and attending networking events.
- Partnered with external agencies when needed to supplement internal recruitment capabilities during peak periods or challenging searches.
- Collaborated closely with colleagues across departments to ensure alignment between business objectives and talent acquisition strategies.
- Conducted phone interviews to assess applicants relevant knowledge, skills, experience and

aptitudes.

- Coordinated schedules to arrange management interviews with applicants.
- Studied job descriptions and qualifications to determine applicant requirements.
- Collaborated with hiring managers to understand job requirements and expectations.
- Built strong relationships with internal and external candidates to ensure an excellent hiring experience.
- Advertised job opportunities on social media platforms and job boards.
- Operated and maintained applicant tracking and candidate management systems.
- Collaborated with HR leadership regarding candidate salary determinations.
- Developed and maintained relationships with external recruiters to obtain referrals to qualified candidates.
- Developed and implemented plans to improve recruitment process.
- Pre-screened resumes prior to sending to corporate hiring managers for consideration.
- Assisted with writing job postings and job descriptions for boards.

Personal Information

- Father's Name: Mr. Santosh Tiwari
- Mother's Name: Mrs. Seema Tiwari
- Date of Birth: 04/17/02
- Nationality: Indian
- Marital Status: Single
- Religion: Hindu

Activities

Played State level in basketball

Education

B.Sc. Biology

Bachelor of Science in Biology

- Percentage: 77.8%
- Board: Vikram University

High School

- Percentage: 71.6%
- Board: CBSE

Secondary School

- Percentage: 89%
- Board: CBSE