

RESUME

Shreya pandey

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Career Summary

-Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Reporting, Vendor Management, Sourcing, Interviewing , Recruitment ,

Client Handling, Salary Negotiation , Executive Hiring, Contract Recruitment, Team Management.

-Expertise in Volume/Mass Hiring and Niche Skill Hiring.

-Proficient in recruiting candidates from all levels Junior Level to Senior Level.

-Good experience of Campus Recruitment/ Off Campus Hiring.

-Expertise in IT and ITES Recruitment.

-Possess excellent communications and interpersonal skills.

Key Skills

-End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates.

-Screening: short listing candidates sourced through portal (Naukri, and LinkedIn) and validating them on their experience and interest .

role.

-Lateral Hiring: Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job.

sending it to the respective hiring managers

-Hiring inputs: Meeting hiring managers to understand niche skill profiles.

-HR Round: Conducting HR round for the selected candidates and negotiating salaries on company standards.

-Promptly informing the rejected candidates about the reason for the rejections.

-MIS: Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly,

Monthly and quarterly headcount and hiring report.

-Vendor Management: Coordinated with various manpower consultants to procure resources for its operations across India, general screening of the candidate's profile,

short-listing them for the interviews, worked on portals.

-Background Verification: Background Verification was carried out for the employees as per the policy, education, experience.

Personal Qualities

- Effective Communication Skills
- Excellent Interpersonal Skills
- Ability to deal with pressure
- Good analytical and problem solving skills

Academic Qualifications.

- PGDBM – HR with 65% marks in 2018
- B.A .with 68% marks in 2009

PERSONAL DETAILS

Date of Birth : 17/December/1989
Languages known : English, Hindi,
Hobbies : Listening Music, Painting