Jyotsana Mehta
IT-Recruiter
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- **Date of Birth:** May 27, 1997

HR Recruiter professional with 4.4 years' experience in managing all phases of recruiting cycle from Sourcing, Screening, Short Listing, Scheduling, Candidates tracking and Offer Negotiations. Proficient inrecruiting candidates from middle level to high level by leveraging recruiting software, cold calling, and employee referrals.

AREA OF EXPERTISE

- Full lifecycle Recruiting
- Proficient communicator
- Candidate pipeline management
- Talent assessment andacquisition
- Business requirements understanding
- Interviewing
- Boolean searches
- Candidate coordination
- Offer Negotiations
- Team Handling

ACHIEVEMENTS

- Got appreciation from Business on mail for closing positions before time in **Ericsson**,2022.
- Declared Teamie of the month thrice (for achieving maximum targets) at A2Z PLACEMENTS, 2019- 2020.
- Declared Employee of the month in January'2021.
- Meritorious Student Award By "VISION BHARAT TECH-PRO SUMMIT 2017".
- Best Student Award By "BHARAT VIKAS PARISHAD 2014".
- Took Part in AMITY FASHION SHOW.
- Enrolled in INBUSH ERA 2017.

EDUCATIONAL QUALIFICATIONS			
Master of Business Administration (M.B.A.) (HRM)	2018-20	Amity University (DISTANCE)	7.10 CGPA
Bachelor of Business Administration (B.B.A)	2015-18	Amity University (REGULAR)	7.6 CGPA
12th (Commerce)	2014	CBSE, Delhi	66%
10th	2012	CBSE, Delhi	8.8 CGPA

IT SKILLS

(**ERICSSON**) Cloud profiles like- Kubernetes, Presales, Cloud Eng., E2E Core & Cloud, SDN/NFV, Packet core(PACO) & SDM/UDM and in R&D team- Python, Scrum Master, GUI(UI) Developer, OMC testing, E2E Verification Engineer, Devops Eng.

(**ACCENTURE** & **A2Z**) **SAP** Roles : PP, SD, Basis, QM, FICO, MM, PI/PO, Fiori, HCM and other IT Roles like –Java,J2EE, Java standard, Java full stack, Data Eng., ETL Developer, Salesforce, lightning Aura, WebAura, Tableau ,Spring boot/MVC, Python Programming, Informatica, React Native, Snowflake, Data warehouse, Testing-Selenium, Functional, Oracle, VBA/ SQL,AEM, UI/UX Front End Development Engineer,Share Point Developer, DB Support, Risk Analytic, Backup Admin, IOT Specialist, SQL-DBA, .Neta, HR ABAP, ITIL, Android Developer, SOC Incident Detection Specialist, MX-AX Technical, Machine Learning

WORK HISTORY

Ericsson, Noida (https://www.ericsson.com/en)
HR Lead (Internal Designation in EGI-Sourcer)   **23rd March 2022- 14th July 2023**
(RPO Model of Randstad Source right with Ericsson onsite team).

Ericsson is a Swedish multinational networking and telecommunications company headquartered in Stockholm. The company sells infrastructure, software, and services in information and communications technology for telecommunications service providers and enterprises, including, among others, 3G, 4G, and 5G equipment, and Internet Protocol (IP) and optical transport systems. The company employs around 100,000 people and operates in more than 180 countries. Ericsson has been a major contributor to the development of the telecommunications industry and is one of the leaders in 5G.

Positions handled: Cloud, Packet Core and R&D Team all positions.

ATS: Success Factor & Eightfold

Responsibility: HR Recruiter professional with experience in managing all phases of recruiting cycle from Sourcing, Screening, Evaluating the candidate against the internal requirements, submitting to hiring managers & follow end to end process.

- Worked for various Networking Profiles for Pan India Level.
- Handled Medium to upper-level networking profiles for the skills- allRegular, Niche, and super niche profiles.
- With the help of referrals, Naukri, LinkedIn, AI Tool, and internal data base closing profiles.
- Coordinating and interacting with business directly to understand and submit candidates as per their requirements.
- Used Success Factor (HRM Software) & Eightfold forhandling recruitment cycle.
- Maintained daily and weekly reports. Attending daily meetings withteam and weekly meetings with stakeholders.
- Expertise in Full Lifecycle Recruiting, providing Innovative and StrategicTalent Solutions like Mapping competitor companies, with the help of Employee referrals & references from past employees as well as sourcingfrom SF & Eightfold also to close positions.
- Experienced with high volume recruiting of a variety of generic and superniche skills.
- Participated in weekly drives and other sourcing activities.
- Utilized recruiting database and tools. Review recruit files for completeness with focus on diversity and mapping on daily basis for goodresults in recruitments.

Accenture, WFH with Bangalore team (https://www.accenture.com/in-en/india)
HR IT RECRUITER   **26th July 2021- 21st March 2022**
(On third party payroll of Align Biz Technologies Ltd)

Accenture is a global professional services company with leading capabilities in digital, cloud and security. Combining unmatched experience and specialized skills across more than 40 industries, they offer Strategy and Consulting, Interactive, Technology and Operations services — all powered by the world's largest network of Advanced Technology and Intelligent Operations centers. Around 99,000 people deliver on the promise of technology and human ingenuity every day, serving clients in more than 120 countries. We embrace the power of change to create value and shared success for our clients, people, shareholders, partners and communities.

Positions Handled: All IT Positions (Regular, Niche & Super Niche skills)

ATS: Abacus

- Have been responsible for Sourcing, Screening, Evaluating the candidate against the requirement, submitting to client & followend to end process.
- Expertise in Full Lifecycle Recruiting, providing Innovative andStrategic Talent Solutions.
- Experience with high volume recruiting of a variety of generic and super niche skills IT professionals and managerial level positions across multi-disciplines for nationwide requirements.
- Participate in recruiting events and sourcing activities.
- Utilize recruiting database and tools.
- Review recruit files for completeness.

A2Z Placements, Delhi (https://www.a2zplacements.com/)

Sr. Recruitment Consultant   **(March 2019 – 9ᵗʰ July 2021)**

A2Z PLACEMENTS is a rapidly growing recruitment organization that offers professional search services in identifying, attracting and placing top talent in the corporate sector.A2Z Placements is catering to the sectors like Information Technology, FMCG, Consumer Durables, Retail, Telecom, Oil and Gas, etc. A2Z Placements provides manpower staffing services to clients across EMEA and APAC. Its unique value proposition is the least turnaround time for sourcing coupled with exhaustive database of skilled workforce across various sectors in the middle and senior level.

- Formulation and implementation of recruitment/sourcing.
- Handling Medium to upper-level IT and Non-IT profiles for the skills like:

IT Roles : SAP Roles : PP, SD, Basis, QM, FICO, MM, PI/PO, Fiori, HCM, VBA/ SQL,AEM, UI/Front End Development Engineer,Share Point Developer, DB –Support, Risk Analytic, Backup Admin, IOT Specialist, SQL-DBA, .Net SQL, HR ABAP, ITIL, Freight user support, Contract Desk, Full stack, UI Developer, Android Developer, SOC Incident Detection Specialist, Digital CTRM Devops Lead, Client Delivery Operations, UX Lead, Java Full Stack, AEM Architect, MX-AX Technical, Machine Learning.
Non IT Roles : Sales, Marketing, Accounting, all corporate management roles (Mid and Senior Level)

Industries: FMCG/FMCD, NBFC/Bank, Hospital, Pharmaceutical, Agro, Automotive, Cyber security, Technology &Manufacturing segment, Hotels etc.
Recruiting Globally: INDIA & SEA(Singapore, Indonesia, Philippines, Vietnam)
AFRICA (South Africa, Nigeria, Tanzania, Uganda, Kenya, Togo, Chad, Laos & francophone countries) & (UAE ,Saudi Arabia)

- Worked for various clients IT & NON IT profiles for Domestic and Overseas market.
- Sourcing – Screening and sourcing the right candidate from various portals such as Naukri.com, LinkedIn, references and validating them based on their experience and interest in the role.
- Identifying the right candidate with required skill set and experience and make sure that the same should match therequirement, as per the Job details enlisted.
- MIS Management- Keeping a track of all the CV's shared with the clients, shortlisted candidates and offered candidates,etc.
- Coordination- Aligning the shortlisted candidates as per schedule shared by client and availability of the candidates.
- Negotiation- Negotiating with candidates on compensation offered.
- Ensuring that the candidate joins at the committed date.

Sir Gangaram Hospital, Rajinder Nagar

Intern/Trainee   *(May 2017-June 2017)*

- Work closely with HOD of HR (GRIPMER) department and learn to evaluate & monitor performance of Trainees.
- My role was: Completing all assigned tasks and assisting with day-to-day operations.
- Participating in meetings, workshops, and other learning opportunities.
- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and liaising with DEAN, Supervisors, and other senior staff.
- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
- Preparing documents and updating records of trainees.
- Handling HRMS for all trainees (MBBS/ NURSES/DOCTORS and other departments)
- Maintaining attendance, exit, and entry formalities and providing them certificates.
- Resolving their issues.