



Renu Goswami

<https://www.linkedin.com/in/renugoswami/>

Email Id- renu.goswami@rocketmail.com

Mobile no- 9330922571

Career Objective

To build a fruitful career utilizing my experience and learning more along the way & to reach a challenging position in co-ordination and development, with flair towards work.

Professional Experience

Zetwerk Manufacturing Pvt Ltd

Black Buck

Quantum The Leap

Assyst Inforcom

GCM

SKILLS :

Recruitment and Sourcing Strategies

Talent Sourcing

Interviewing

Vendor Management

Full Lifecycle Recruitment

Negotiation Skills

Hiring Recommendations

Lateral Hiring

Roles and Responsibilities:

- Managing the complete recruitment life-cycle for sourcing quality talent with correct fitment.
- Stakeholder Management – closely working with client to understand their requirements with regards to role, fitment and salary buckets.
- Responsible for managing the quality standards, relevancy and accuracy of the work done.
- Managing the hiring closures within designated TATs.
- Completing Joining formalities of candidates.
- Ensuring high quality of hiring & ensuring right mix of hiring from various recruitment sources such as job portals, referral programs, head hunting, social networking and professional networking.
- Managed end-to-end IT, Non-IT recruitment for Clients that includes sourcing, screening, interview scheduling coordination etc.
- Recruited for IT profiles such as Java Developer, PHP Developer, Database administrator, Network support engineers etc, Senior UX designer, Product Manager etc.
- Lining up all shortlisted candidates and schedule them for Face to Face/Telephonic/Hangout interviews.
- Taken initial interviews to judge the skills of the candidates.
- Sourcing candidates through various sources like Job Portals, References, Cold Calling, requirements.
- Detailed analysis of the JD - to understand requirement thoroughly.
- Searching Resumes by using job portals (Naukri.com, Times job, IIM Jobs or Monster), Linked in, Referrals, Job posting, Mass Mailing/Messaging, Own Database, Mapping, etc.
- Maintaining dashboards for all the stake holders, fetching data for the management monthly meetings on offer to joiners.
- Responsible for providing the monthly review.
- Closing working with Vendor management and team.

PRIOR WORK EXPERIENCE:

Company Name – Zetwerk Manufacturing Services Pvt Ltd.
Designation – Recruiter
Duration – 15th January 2021 to till date

Working as IT & Non-IT Recruiter

IT Recruiter - Desktop Engineer, Network Engineer, Lead IT, Analyst CEO, Business Analyst, Product Analyst, Desktop Engineer, Data Analyst, Product Designer, Designer, Java Developer, PHP Developer, Database administrator, Network support engineers etc, Senior UX designer, Product Manager etc.

Non IT Recruiter – Junior Level , Managerial Level , Leadership Hiring.

Position Like – Insides Sales, Finance Executive , Collection , Accounts Receivables, Account Manager, HR Operation, HR Lead Operation, Expeditor , Assistant Manager Planning, Procurement Executive, Factory Accountant, Dispatch Executive, Store Executive TV, Associate Manager – Procurement, Safety Officer, Purchase Executive, MIS Executive, HR Operation, IT Recruiter, Non- IT Recruiter, Procurement Manager water, Sales Manager, Business Development, Estimation Manager, Program Manager, Planning Manager -Piping, Quality Engineer, Safety Engineer, Sales Manager, Assistant Manager Purchase, Financial Data Analyst,

COMPANY NAME – Zinka Logistics Solution Pvt Ltd (Black buck)
DESIGNATION – Associate Talent Acquisition.
DURATION -10th January 2019 to 15th May 2020.

COMPANY NAME –QUANTUM –THE LEAP
DESIGNATION – HR EXECUTIVE /ADMINISTRATOR
DURATION -18th May 2017 to 31st August 2018
JOB PROFILE- As a HR taking care of end-to-end recruitment, Hiring through portals, Internal joining formalities for the new hires.

COMPANY NAME – ASYST INFOCOM PVT LTD
DESIGNATION – HR EXECUTIVE
DURATION- 16th August 2016 to 15th May 2017

COMPANY NAME – GCM
DESIGNATION- HR EXECUTIVE
DURATION – 1ST OCTOBER 2012 to 5th May 2013

SKILLS:

Recruitment and Souring Strategies
Talent Sourcing
Interviewing
Vendor Management

Full Lifecycle Recruitment
Negotiation Skills
Hiring Recommendations
Lateral Hiring

EDUCATION QUALIFICATION :

GLOBESYN BUSINESS SCHOOL –PGDM 2017 pass out with 5.47 CGPA.
DESHBANDHU COLLEGE FOR GIRLS – BBA(HONS-HR) 2013 with 54.75%
X - 2006 –With 63.15
XII - 2008- with 58.16

Personal Qulities:

- Good Leadership Quality
- Excellent Interpersonal Skills
- Problem Solving Skills
- Disciplined
- Punctual
- Can handle responsibilities as well.

Vision for the future:

To Join or Serve for a profile which can extract the maximum out of me and make me test my levels, henceforth increase my endurance, grant me learning's throughout & lead me to a position where I can pacify my hard work. I am eagerly waiting for such opportunities.

Regards
Renu Goswami

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