



Prachi Parmar

Recruiter

Experienced, Dynamic, and Results-oriented Technical Recruiter with 6 years of experience in Recruitment & Retention, Strategic Planning, Talent Development, and Performance Management. Practiced in developing and establishing strategic recruitment strategies, engaging with social media, identifying/recruiting appropriate talent, and achieving recruitment objectives. To obtain a challenging position that will enable me to apply my current knowledge and progress my experience to boost the infrastructure of a superior corporation through the placement of quality personnel.

Contact

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Email

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Address

D2101, Riverdale Heights, Thite
Nagar, Kharadi Pune 411014

Education

2012

Masters in Biochemistry
Pune University

2010

Bachelors of Science
Fergusson College, Pune

Skills

- Communication
- Recruiting
- ATS & VMS
- Time Management
- Microsoft Office Suite
- Strong Decision Making

Language

English

Hindi

Experience

July 2022-May 2023

ILink Software Pvt LTD, (TAJ TECHNOLOGIES)

Senior Technical Recruiter

- Experience in working closely with account managers and delivery managers for all IT and Non-IT recruitment requisitions.
- Worked in Technical and Non-technical/Non-functional job orders for contract and long-term hiring including technical roles like Engineer, Developers, Network Engineer and Systems Analyst roles. Knowledge of selective sourcing and requirement-specific technical screenings.
- Gained Experience with Domestic recruitment for various Fortune 500 IT and Healthcare clients
- With the EASY VIEW process developed earlier streamlining the search for quality candidates increased and interviews to 25%.
- Recruited candidates via networking, referrals, email Blasting, internet career sites, and user groups as well as through job fairs and existing talent databases.
- Eye for sourcing local potential candidates through various platforms for filling various Full-time positions.
- Capable of Managing client requisitions, attending supplier calls, and stakeholder management.
- Applying Active and Passive search methodologies whereby actively searching and recruiting candidates on various popular and niche/Specialized job boards and parallel leveraging parallelly the passive ways of using free job boards, and social networking sites along with using advanced AIRS techniques.

March 2019-June 2022

iPLACE, Pune

Senior Recruiter

- Full lifecycle recruiting experience - understanding the job order, sourcing and qualifying the right candidates, handling negotiations, and closing deals.
- Worked in Technical and Non-technical/Non-functional job orders for contract and long-term hiring including technical roles like Engineer, Developer, Machine Learning, Data scientist, and business analyst roles. Knowledge of conduct sourcing and requirement-specific technical screenings.
- Experienced in managing accounts for Direct Clients
- Acted as a Passive Team Lead and developed a process called FASTRACK which helped my teammates in achieving their goals by managing the requirement allocation.
- Capable of Managing client requisitions, attending supplier calls, and stakeholder management.
- Devised a process of increasing interview rate by bringing in more offers and closures by automating the process of requirement allocation to another recruiter in case of no submission on the first day of allocation.

Hobbies

Dancing
Cooking

- Performing Boolean and Passive Search methodology and using advanced AIRS techniques to Search and short-list candidates
- Developed the process and operations of Easy View for achieving my targets and helping fellow recruiters too.
- Strong knowledge of different Work Authorizations in the US like Citizens, GC, H1B, TN, F1 (CPT/OPT EAD), L1, L2, and H4, etc.
- Experienced with various Applicant Tracking Systems (ATS) such as Bullhorn, CATS, Fieldglass, and JobDiva along with experience with Vendor Management Systems (VMS portals) like Fieldglass, Beeline, IQNavigator, and others.
- Hands-on with preparing submittal documents for each shortlisted candidate and scheduling interviews

Aug 2016-Aug 2018

Capri Realty Real Estate

Associate Recruiter/Sales Administrator

- Working closely with hiring managers to define needs and structure the domestic recruitment plan
- Drafting Job Description as per the new Job Role after discussing with the management
- Sourcing of candidates through various platforms Like Monster, indeed, LinkedIn and various other online Job portals
- Email Blasting done to reach Off shore candidates and creating a pipeline for future candidate
- Alteration in the Job Postings on the various social media like Indeed, Monster, LinkedIn.

Feb 2015-Jan 2016

Tata Consultancy Services

Information Process Enabler

- Managing escalations for orders that have stayed in Provisioning past the customer's requested or expected connection date which includes – Fixed Line, Mobiles, ADSL/Cable Internet and Foxtel orders.
- Fast-tracking of ADSL Internet orders and Co-ordinating with the other department to fast track client's requirement
- Checking ports availability from exchange and Cabinet and advising Customer about the approximate wait time for ports to become available and providing interim options like Wireless Broadband/Satellite Internet.

Jul 2012-Nov 2014

Ask Chemical India Pvt Ltd

Research & Development Executive

- Responsible for developing formulations and new product development
- Testing Physical and Chemical parameters related to coatings and organizing teleconferences of coating
- Monitoring production activities in the company, especially in new developments