

## MANISHA SETHI

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### **OBJECTIVE**

Dedicated and results-oriented Technical IT and Non-IT Recruiter with an experience of 9 years in talent acquisition and staffing. Seeking to leverage my expertise and passion for connecting talent with opportunities in a dynamic organization.

### **CAREER SUMMARY**

- A human resource professional with over 9 years of experience in handling large accounts, recruitment – process adherence, sourcing of the right talent and client servicing in the area of IT & non IT.
- Expertise in full recruitment life cycle by sourcing through internet searches like job boards/portals, referrals, networking, Linked In, job postings, head-hunting/bulk hiring.
- Effective team player, ability to work in a diverse environment, and self-motivated to contribute towards team/company goals, in addition to individual commitment towards excellence.

### **WORK EXPERIENCE**

❖ **Working with TekisHub Consulting Services Pvt. Ltd. as a Staffing Specialist -APAC since March 2023 till present**

**Key Deliverable:**

- Spearhead staffing efforts for IT and Non-IT roles, collaborating closely with hiring managers and clients.
- Develop customized recruitment strategies to attract top talent, leveraging various channels, including job portals, social media, and industry networks.
- Analyzed local/Overseas Market and target & shortlist candidates from different regions: Singapore, India, Philippines, & Malaysia etc.
- Working on Local Malay and Mandarin candidates.
- Attend Client meetings with sales manager regarding projects requirements.
- Interview, pre-qualify, negotiate offers and close hires. Perform reference checks and Approach Sales managers on reference techniques.
- Prescreen candidates with detailed phone screens, evaluating candidate's compatibility with specific job requirements, ensuring a right fit prior to submission to client.
- Developed a strong pipeline across technologies from various recruitment sources like Monster, LinkedIn, Job Street etc.
- Analyzing employment data related to the position and creating reports based on the findings
- Source candidates via resume databases and networking sites.
- Build professional relationships with team members, candidates and professionally network.
- Hired Junior Level to Management Level candidates

❖ **Worked with Nityo Infotech Services Pvt. Ltd. as a Executive Technical Resource since July 2021 to March 2023**

**Key Deliverable:**

- Hiring for Singapore Market.
- Collaborated closely with clients to understand their specific staffing needs and preferences.
- Employed innovative sourcing strategies to identify passive candidates and engage them effectively.
- Screened and interviewed candidates, evaluating technical skills, cultural fit, and career goals.
- Fostered strong candidate relationships and guided them through the interview and offer negotiation phases.
- Consistently exceeded recruitment targets and KPIs, contributing to the growth of the staffing division.
- Responsible for contract to hire (C2h) and Permanent positions.
- Reach out and connect with sourced leads to assess fit and interest in open positions.
- Ability to support multiple client accounts at one time.

- Main clients include large local and MNC banks of Singapore and other IT firms
- Building hiring process for APAC.

❖ **Worked with Mukul Consultants India Pvt. Ltd. as a Senior HR Recruiter since October 2020 to July 2021**

**Key Deliverable:**

- Involved in IT recruitment for reputed IT Organizations including Top Tier MNCs. & involves identifying and securing the right talent to fill technical roles within the company.

❖ **Worked with Marg ERP Ltd. as a Senior HR Recruiter (IT & non-IT domain) since August 2017 to September 2019.**

**Key Deliverable:**

- Responsible for entire process of in-house recruitment (IT & non-IT) at pan India level.
- Identified and implemented sourcing and recruiting strategies based upon the job position by conducting research and/or utilizing a multitude of resources.
- Preliminary screening and short listing of candidates resume at various level through job portals, campus hiring, IJP, social networking, LinkedIn, employee references, using available data base etc. within the allocated budget & TAT.
- Used in-house ATS (Applicant Tracking System).
- Screen the resume properly in regards to the criteria required by the HOD.
- Share resume of best-suitable candidates with HOD's and intimate short-listed candidates about the interview schedules/meetings with hiring manager.
- Conducting initial interview with candidate through the telephonic & F2F round.
- Negotiating pay & salary structure.
- Evaluating candidates on behavioral competencies pertaining to the role induction planning and execution for all new joiners.

**Manpower Management**

- Updating of all new joining.
- Preparation of offer letter & appointment letters.
- Handling induction, joining & exit formalities.
- Managing information regarding salaries / wage administration of employees.
- Maintain employee personal details (statutory information, address, photographs, personal documents, educational documents, last organization relieving letter etc.)
- Maintaining records and updated documentation in computerized database of the employees.
- Keep a check on employee retention and employee engagement.

❖ **Worked with Provista Management Consultants Pvt. Ltd. as a Senior Associate- HR Recruitment (Banking Sector) since February 2016 to March 2017.**

❖ **Worked with Foster Services Pvt. Ltd. As a Sr. Executive- Talent Acquisition (Startups, Clinical Research, Automation, Logistics domain) since January 2015 to September 2015.**

❖ **Worked with Bhartiya Consulting Pvt. Ltd. As a Sr. Recruiter (Retail & Hospitality) since August 2013 to August 2014.**

❖ **Worked with ER CONSULTANT as a Team Leader (BFSI domain) since February 2011 to February 2013.**

**Key Achievements:**

- Joined as consultant and was promoted to senior consultant within a span of one year.

**EDUCATIONAL QUALIFICATION**

- B.A (Pass) in 2011
- 12<sup>th</sup> passed from N.I.O.S

**COMPUTER QUALIFICATION**

- Well versed with all MS-Office tools and applications.

**Skills:**

- Full-cycle recruitment
- Candidate sourcing
- Interviewing and assessment
- Reference checking
- Salary negotiation
- Candidate relationship management
- Recruitment analytics
- Recruitment platforms and tools
- Social media recruiting
- Headhunting
- LinkedIn recruiting
- Employee referral programs
- Internship recruitment
- Company Fit Analysis

**STRENGTH**

- Personal competence, flexibility and flair for teamwork.
- High energy level with effective notating skills.
- Ability to analyze, conceptualize & communicate idea and implementing them successfully

**PERSONAL DETAILS**

Date of Birth : 22<sup>nd</sup> December 1987  
Languages Known : English & Hindi

**I hereby declare that information furnished above is authentic and true to best of my knowledge.**

**Manisha Sethi**