

SHRADDHA SHUKLA

Technical Recruiter



SUMMARY

HR professional with experience in Staffing domain. Target-oriented professional with record of meeting hiring targets. Experience in hiring for both technical and business positions. Key strengths are problem solving skills, fast-paced learning ability and independently taking charge of assignments.



EXPERIENCE

Technical Recruiter

the vecA, Mumbai

Responsibilities:

- Manage complete recruitment life cycle which includes multi-channel sourcing, screening & closing with optimum TAT.
- Work closely with Team managers to identify Staffing needs and develop effective recruitment strategies.
- Conduct initial candidate assessments, including phone and video interviews, to evaluate qualifications and fit for the position.
- Coordinate and schedule interviews with Hiring Managers and other team members.
- Manage the candidate experience, providing timely updates and feedback throughout the recruitment process.
- Provide inputs to Hiring managers to solve staffing problems as well as to clients regarding their requirements.
- Preparing and sharing MIS reports with management on weekly basis
- Mass emailing and advertising jobs on behalf of clients on portals like Naukri, LinkedIn etc.
- Expertise in Contract & Permanent hiring for clients as well as internal requirements.
- Promote the company's reputation as a great place to work.
- Keep up to date with new technology trends and products.



CONTACT

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EDUCATION

- B.Tech in Information Technology from Kanpur Institute of Technology, Uttar Pradesh Technical University
2008 - 2012



TOOLS

- Microsoft Office
- Microsoft productivity tools
- Google productivity

- Develop and update job descriptions and job specifications.
- Craft recruiting emails to attract passive candidates.
- Conduct interviews using reliable recruiting and selection tools/methods to filter candidates within the schedule.

Recruitment Specialist

Career Pro, Bangalore

Responsibilities:

- Assist with the recruitment and selection process for a variety of roles including sourcing, screening, interviewing, and assessing candidates.
- Post job advertisements on various job boards and social media platforms.
- Conduct initial phone screenings to assess candidate qualification and fit.
- Schedule and coordinate candidate interviews with hiring managers.
- Ensure a positive candidate experience by providing timely and informative communication throughout the recruitment process.
- Maintain accurate and up-to-date recruitment records in tracker.

Sourcing skills:

- Job portals
- Boolean searches
- Internet search
- Networking through LinkedIn
- Employee referrals
- External network through professional contacts, comrades, and friends



SKILLS

- IT Recruitment
- Executive Search
- Campus Recruitment
- Cold Calling
- Screening Resumes
- Contractual hiring
- Client handling