

Mandakini Nayak

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Career Objectives:

Looking forward towards having a long-term association with people-oriented organization where I can implement my innovative ideas and knowledge for the growth of the organization and able to enhance my knowledge and skill by learning new techniques.

Work Experience

Total 6.2 years of hands-on experience with end-to-end recruitment using various interview techniques and evaluation methods. Responsible for sourcing the profiles from Naukri and Monster, LinkedIn, employee referral, career sites, screening, shortlisting, Interview Coordination, Vendor Interaction, Stakeholder Management, Salary negotiation, Documentation, HR Discussion, releasing offer letter, onboarding process, exit formalities, employee engagement, employee work anniversary celebration, employee birthday celebration, maintain candidate's database, manage post-offer candidate engagement to ensure seamless onboarding and posting jobs as per job requirements, volume hiring, bulk mailing if needed.

Employment Details:

Company: ParadigmIT Technology

Designation: Senior IT Recruiter

Duration: Since June 2022 to March 2023.

Roles & Responsibility:

- Involving in end-to-end virtual & in person hiring process.
- Stakeholder management.
- Gathering information regarding the current Open positions.
- Sharing Job requirements to Vendor.
- Documentation, Offer processing.
- Taking care of joining & exit formalities.
- Employee engagement.
- Involving in HR executive/Admin activities, such as (Birthday celebrations, Work Anniversary, Stationary)
- Knowledge on hiring APAC, EMEA regions.

Company: Capgemini (Through 3rd party payroll – Cadmaxx Solution)

Designation: Senior Recruiter

Duration: Since July 2021 to May 2022

Roles & Responsibility:

- Involving in end-to-end virtual hiring process.
- Stakeholder management.
- Direct interaction with hiring manager.
- Gathering information regarding the current Open positions.

- Sharing Job requirements to Vendor.
- Documentation.
- HR Discussion.
- Offer releasing/joining formalities.
- Salary negotiation.
- Knowledge on hiring APAC, EMEA regions.

Company: Faujnet Solution Pvt. Ltd.

Designation: HR Recruiter / Recruitment Executive

Duration: Since Nov 2016 to May 2021

Roles and Responsibilities:

- Complete recruitment starting from sourcing and screening, scheduling interview, salary negotiation.
- Conducting Telephonic interviews and assess the candidate based upon the requirement. Check communication skills and interested level of the candidate.
- Coordinate scheduling interviews and follow-up with the candidates till him/her join.
- Mass mailing in job boards. Posting job requirement on leading job portals and screening the responses.
- Ensure taking feedback status from the candidates after interview.
- Responsible to maintain the track records of the candidates.
- Training new Joiners.
- Handling a team of 3 members.
- Handled different clients like Northern Trust, Vodafone, Vestian Global, L&T, Goldman Sachs (Permanent & C2H Role)
- Having good knowledge of hiring process for clients like Tech Mahindra, Cognizant, Capgemini.
- Involved in Resourcing activity for Mid-tier, Senior Level and Manager level positions for the Clients.
- Recruiting for Marketing, Finance & HR Position.

Academic Profile:

- MBA (HR) from Immanuel Business School affiliated to JNTU-Hyderabad during 2013-2015
- Bachelor in Arts (BA) from RushimalMohavidyalaya, Bamunigam, Odisha in 2012.
- Intermediate in Arts from RushimalMohavidyalaya, Bamunigam, Odisha in 2009.

PROJECT IN MBA (HR):

- I have done my project work in MBA on topic "Employee Relation".
- Duration: 45 days

SOFTWARE SKILLS

- Desktop Publishing (DTP).
- MS Office, Ms Excel, PowerPoint.

Strengths and Abilities:

- Hard worker with positive attitude and quick grasping abilities.
- Has ability to work in a team as well as in individual.

Personal Details:

Language Known: English, Hindi, Odia, Telugu