

Riya Raj

Email: riaraj9@gmail.com

LinkedIn: [linkedin.com/in/riya-raj-2ba081164](https://www.linkedin.com/in/riya-raj-2ba081164)

Phone: +91-8709212520

Summary:

Experienced HR professional with expertise in strategic planning, global sourcing, data analysis, applicant tracking systems, and LinkedIn. Demonstrated success in recruiting top talent, conducting primary research, and maintaining office efficiency. Skilled in communication, negotiation, and active listening. Proven ability to work effectively in remote and freelance environments.

Work Experience:

Tech Recruiter

Workfall, Singapore (Remote)

March 2023 - May 2023

- (Internship)

- Collaborate with hiring managers to develop and execute recruiting strategies for technology positions.
- Conduct full-cycle recruiting, including sourcing, screening, interviewing, and extending offers.
- Utilize global sourcing techniques to attract top talent from around the world.
- Leverage applicant tracking systems and data analysis tools to streamline the recruiting process.

Human Resources Recruiter

KALA SOFTECH PRIVATE LIMITED, Varanasi, Uttar Pradesh, India

June 2019 - February 2020

- Conducted candidate sourcing and screening for various positions.
- Coordinated and scheduled interviews with candidates.
- Conducted reference checks and verified candidate credentials.

- Maintained accurate candidate records in the database.
- Assisted with onboarding and new hire paperwork.

Education:

Master of Business Administration (HR & Marketing)
Amity University, 2017-2019

Bachelor of Science in Biotechnology,
College of Commerce, Arts & Science, 2015-2017

Skills:

- Negotiation.
- Strategic Planning.
- Global Sourcing.
- Applicant Tracking Systems.
- Decision-Making.
- Excellent communication and interpersonal skills
- Detail-oriented and results-driven
- Ability to work in a fast-paced environment.
- Good experience in primary research and data collection.
- Strong knowledge of HR compliance and recruitment processes.