

# SUPRIYA KORE

Recruitment Executive

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Pune



## SUMMARY

Passionate recruiter adept in all aspects of recruitment support and solution for 2yrs of industry experience and expertise in end-to-end technical Talent Acquisition. Finding best candidate that meet job needs and enhance company operations. Knowledgeable about wide range of traditional and digital recruitment strategies.

## EXPERIENCE

### Recruitment Executive

#### C-DOT Systems Pvt LTD

08/2021 - Ongoing ,Remote

- Managed the end-to-end hiring process with Workday Recruiting.
- Designed and maintained job postings on various social media sites and websites
- Prepared job descriptions for various positions and developed appropriate questions for prospective candidates.
- Conducted phone interviews to assess applicants' relevant knowledge, skills, experience and aptitudes.
- Build strong relationships with internal teams to continuously improve recruitment process and execute as efficiently as possible.
- Achieved staffing objectives through strategic and tactical planning, program management expertise and knowledge of effective recruitment, interviewing and training procedures.

### HR Recruiter

#### Talent Hunt

07/2021-08/2021 , Pune

- It's contract base.
- Hiring candidate for IT company like Tech Mahindra, Synechron, Mind Tree and L&T.

### HR Trainee

#### RSB Transmission India LTD

02/2020 - 08/2020 , Pune

- Internal Recruitment through Advertisements Portals , Completing joining formalities, Taking Induction.
- Collecting data from employee for ESS within time and preparing analysis and deliver information to management.
- Completed an excellent Project on "Employee Satisfaction Survey" at RSB Transmission (I) Ltd, Pune.
- Attending and arranging Training about Total Productive Maintenance, Time and Task Management.

## SKILLS

Strategic Sourcing

Technical Recruitment

Screening & Interviewing

Client Requirements

Employee Engagement Strategies

Interpersonal communication

IT and Non-IT Recruitment

## EDUCATION

### DLL & LW -

Shinghad Law College, Ambegaon, Pune.

04/2018 - 04/2019

### MBA - Human Resources

JSPM, Narhe Technical Campus, Pune

04/2015 - 04/2017

### B.com (CS)-Corporate Secretaryship

University of Madras

04/2010 - 04/2013

## EXTENSIVELY USED TOOLS & PLATFORMS

### ATS & HRIS

Freshteam Recruiter

### Communication & Project

Mannagmnet

Zoom, Google meet, Teams.

### Job Boards

LinkedIn, Naukri.com, Monster, indeed.

### MS Office

Word, Excel, Powerpoint