

Shivani Bains

Talent Acquisition

HR professional with 3+ years' experience in talent acquisition and resource management. fast learner who is flexible and mastering new job assignments.



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WORK EXPERIENCE

Talent Acquisition/Account Manager Tekshapers software

03/2021 - Present

Noida

Tekshapers is an IT Company and our primary objective is to provide sophisticated business solutions to a group of companies worldwide.

Tasks-

- Handle various type of recruitment for IT and NON IT Industry like Lateral, C2H, PWD and RPO.
- Responsible for Keeping the Track of Client Requirements, Maintaining Delivery of Right Candidates in the given Time Frame.
- Allocating open requirements to Talent Acquisition team and ensuring the submission of quality profiles within TAT. Setting up meetings internally and with the client with a pre-fixed agenda.
- Working clients like: - Mastercard, SwissRe, TSYS, Gallagher, S&P Global, HCL

Executive- Talent Acquisition Spectrum talent management

10/2019 - 09/2020

Noida

HR operations Prometheus Consulting

02/2019 - 10/2019

New Delhi

HR Intern IVY Hospital

08/2016 - 09/2016

Mohali, Chandigarh

EDUCATION

MBA Honnor SGN Khalsa Collage

04/2015 - 05/2017

Sri Ganganagar

BA- Economics DAV Collage (CTU)

04/2012 - 02/2015

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SKILLS

Sourcing

Screening

Salary Negotiation

Client Management

Job Posting

Contract Hiring

PWD Hiring

RPO

Lateral

Permanent Staffing

Domestic Hiring

IT and NonIT

ACHIEVEMENTS

Employee of the month (04/2022 - 05/2022)

Awarded as Employee of the month and Best recruiter.

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Punjabi

Full Professional Proficiency

INTERESTS

Reading

traveling

Art