**Manjari Tiwari**

**Mob. No. – 8800586214**

**manjaripandey1986**[**@gmail.com**](file:///C:\Users\OWNER\Downloads\@gmail.com)

**Career Objective**

To obtain a challenging position in a Progressive organization with an opportunity for advancement and being able to apply my professional and technical skills to achieve larger organization goals. Wish to learn as much as I can, so as to hone my technical skills, as well as, people management skills to a level of self-excellence.

**PROFILE**

A hardcore IT Technical Recruiter with 8+ years of experience for permanent positions for various skill, aspiring to scale heights in the field of Information Technology recruitment with exp in client handling. Proven ability to source, select and secure top-notch candidates for multiple concurrent position*s.*

**Work Experience:**

**Current company: Sonyo Careers**

Designation: Lead IT Consultant

Duration:March 2023 to till date

**Client working** - Robert Bosch,Persistent,Atos,UST Global,Hexaware

**Company Name: Mastermind Network, Delhi**

Designation: IT Consultant

Duration: Sep 2015 to March 2023

**Job Responsibilities**:

• Handling End-to- End Recruitment Cycle.

• Understanding requirement in terms of Job Specification and Job Description.

• Interacting/Discussing with Technical Managers on their requirements

• Sourcing and identifying individuals within the relevant industry on the basis of client’s

Requirement by using several Job Portals (Like Naukri.com, LinkedIn, Monster & Social Network), Internal Database, Employee referrals, Headhunting and Networking.

• Scheduling and organizing interviews for the shortlisted candidates by the clients and briefing them for queries.

• Following up with Clients, Hiring Managers and Candidatesuntil the closure of the position.

• Maintaining target tracker for the team on weekly basis.

• Timely communicating and coordinating with the clients & Hiring Managers during various recruitment drives held.

• Promptly informing the rejected candidates about the reason for the rejections.

• Successfully handling Lateral & Mid-Level Positions.

• Maintaining and Developing Database for Future Requirements.

**Client-Bank of America,L&T, Incedo, PWC, Deloitte, EY, KPMG Global Services, Capgemini,Fujitsu,Barclays,Global Logic.**

Academic Qualifications:

* MBA –(Uttarakhand Technical University)

Bachelor of Arts BHU

Personal information:

Father’s name: Dr K k Pandey

Date of birth: 10 Mar 1987

Date:

Place: Delhi Manjari Tiwari