SONAL MADHUKAR ANGRE

Mobile: 9768459248 / 8976992466

Email: [sonalmangre@gmail.com](mailto:sonalmangre@gmail.com)

LinkedIn: [linkedin.com/in/sonal-a-b79987119](https://www.linkedin.com/public-profile/settings?trk=d_flagship3_profile_self_view_public_profile)

**CAREER OBJECTIVE**

“To pursue highly rewarding career in the area of my specialization whereby I could offer my full potential to the company and contribute meaningfully to the long-term growth of the

Company.”

**CAREER SUMMARY**

* A result-oriented **IT Recruitment Professional** with 4.5+Years of experience into

# “Permanent Recruitment,” “Contract Staffing” & “Contract-To-Hire (C2H)”.

* Strong expertise into **Sourcing, Screening, Scrutinizing, Salary Negotiations, scheduling interview, Coordinating** and **follow-up** with candidates till completion of entire selection process.

# Expertise into Banking, Finance & Insurance domain.

* Good experience of **Boolean search, Advance Search & IT Search** methodology
* Experience in handling **Recruitment drives/Employee Referral / Lateral Hiring**
* Generating a pool of best resume for specified jobs at employer’s end.
* Good experience using **Naukri, Monster, Shine, LinkedIn** and other sourcing techniques to find diverse candidates.
* Hired Professionals from Junior Level to Expert Level
* Knowledge in **Vendor Management** and **Client Management.**
* **Able to achieve targets on quarterly basis and Yearly Basics**
* Knowledge on HR operations like offer creation.

**CORE SKILLS**

|  |  |
| --- | --- |
| **IT Recruitment** | **SEO (Boolean)** |
| **BFSI Recruitment** | **Requirement Gathering** |
| **Client Coordination** | **Data Management** |

**WORK EXPERIENCE**

# Company: MITS Global Consulting Pvt Ltd, Mumbai

# Duration: Dec 2020 to Till Date

# Designation: Senior IT Recruiter

* **Key Responsibilities:**
* Co-ordinating with Clients & Senior Management to understand the requirements & hiring priorities thereby proactively building a pipeline for key positions.
* **Hiring for Contract to Hiring position (C2H) with IT Skills for BFSI Domain.**
* Source candidates using various channels like **Naukri, Monster,** **social media, professional networks, and referrals.**
* Posting Jobs on portals, Social Media Platforms like **LinkedIn, Jobitus, Mass mailing.**
* Review and screen resume to evaluate if the candidate's skills and experience match the job requirements.
* Conduct initial phone screens to assess the candidate's qualifications, experience, and fit for the position.
* Schedule and conduct interviews with candidates to assess their technical skills, experience, work style, and cultural fit.
* Assess the candidate's suitability for the job based on their technical skills, experience, work style, communication abilities, and personality.
* Coordinate with candidates and hiring managers to schedule interviews and manage the interview process.
* Provide timely feedback to candidates and hiring managers throughout the recruitment process.
* Negotiate job offers and compensation packages with candidates.
* Manage the candidate pipeline and keep hiring managers updated on the status of open positions.
* Maintain accurate and up-to-date candidate information in the recruitment software.
* Planning weekday and week end drives and line up the candidates as per the requirements

**Major Clients Handled: -**

BNP Paribas, CME Group, ICICI prudential AML, HDFC Mutual Fund, HDFC ERGO, Aditya

Birla Health Insurance, Aditya Birla capital, Adtiya Birla Wellness, Aditya Birla Sun life mutual

fund, Edelweiss Group, Axis Bank, Yes Bank, Mutual Vision, Transunion CIBIL, Aditya Birla Sun

Life Mutual Fund, MCX, IDFC Mutual Funds, IDFC First Bank, Tata AIA Life Insurance,

**Company: Glocal Search Pvt Ltd, Navi Mumbai**

* **Duration: Sep 2019 to Oct 2020**
* **Designation**: HR Consultant (IT Recruiter)

# Key Responsibilities:

* Managing end-to-end recruitment life cycle inclusive of Sourcing, Scheduling, Offer Negotiation, Follow-Up, Client Management.
* Utilizing Portals for sourcing like **Naukri, Monster, Through Employee References**.
* Worked recruitment platforms like **Quezx Portal, Hiring Plug and Lite Hire.**
* SPOC for Business, Clients, Hiring Managers and Candidates
* Planning weekday and week end drives and line up the candidates as per the requirements
* **Scheduling interview for candidates, for different modes of interview (Telephonic, WebEx Interview, Video Conference & face to face)**
* Responsible for maintaining and updating Weekly and Monthly records of all the candidates called, selected, rejected and hired.

**Company: Info vision HR Consulting Pvt Ltd**

* **Duration: Jan 2019 to Sep 2019**
* **Designation**: Recruitment Officer

# Key Responsibilities:

* Managing end-to-end recruitment life cycle inclusive of Sourcing, Scheduling, Offer Negotiation, Follow-Up, Client Management and Stakeholder Management.
* Hiring for **Vanilla skills, Niche skills etc**.
* Utilizing Portals for sourcing like **Monster, LinkedIn, Shine, Through Employee**
* References.
* Posting Jobs on portals, Social Media Platforms like LinkedIn, Mass mailing.
* Planning weekday and week end drives and line up the candidates as per the requirements
* SPOC for Clients, Hiring Managers and Candidates.
* **Scheduling interview for candidates, for different modes of interview (Telephonic, WebEx Interview, Video Conference & face to face)**

**Clients Handled: -**

Zensar Technologies Pvt Ltd., Mobi next Technologies Pvt Ltd, Osource India, Avineon India Pvt Ltd , REBIT ( IT Subsidiary of RBI ,Varroc India Pvt Ltd., L & T.

**ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF**  **EXAMINATION** | **BOARD/UNIVERSITY** | **YEAR OF PASSING** | **PERCENTAGE** |
| SCTS | SEED INFOTECH | 2018 | B GRADE |
| B.SC(IT) | MUMBAI UNIVERSITY | 2016 | 62.62% |
| HSC(SCIENCE) | MAHARASHTRA BOARD | 2013 | 49.17% |
| SSC | MAHARASHTRA BOARD | 2011 | 73.40% |

**TECHNICAL SKILLS**

ChatGPT, MS Office, MS Excel, Internet Application, Windows XP/ 8/10/, Ubuntu

**PERSONAL DETAILS**

* Date of Birth : 7th Sep, 1995
* Address : Nagesh Patil Wadi, Ghatla village, Chembur 400071.
* Languages Known : English, Hindi, and Marathi
* Marital Status : Unmarried
* Hobbies & Interest : watching movies, Trekking, Photography
* Strength : Interested in learn new things, Ability to work under

Pressure, Good communication skills.

**Declaration:**

I hereby declare that the above statement furnished by me are true to the best of my knowledge & belief.

(Sonal Madhukar Angre)