Sangeeta Rai

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Career Objective

Ambitious, self-directed HR professional ready for new challenges aimed at Human Resource Management that offers professional growth while being resourceful, innovative and flexible. Passionate & determined to build market presence with creative & innovative strategies. Seeking to contribute my expertise and skills to a dynamic team.

Academic Profile

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| **Qualification** | **Specialization** | **School/College** | **Board/University** | **Year of Passing** | **Percentage**  **/CGPA** | **Mode of Course** |
| MBA | HR & Marketing | Lovely Professional  University | Lovely Professional  University | 2019 | 65% | Distance Education |
| B.com (Professional) | Commerce | Govt. Mohendra  College | Punjabi University | 2017 | 74.12% | Full time |
| H.S.C | Commerce | Mukat Public  School | C.B.S.E. Board | 2014 | 81.6% | Full time |
| S.S.C |  | Scholar Public  School | C.B.S.E. Board | 2012 | 8.2 CGPA | Full time |

Work Experience (4 years)

* **Accenture (Primus Global technologies Pvt. Ltd.) as Sourcing Specialist from June 2021 to Oct 2022)**
* **Spectrum Talent Management** as Consultant from March 2019 till Oct 2020.
* **Marasim Consultant as HR** Recruiter (Jan 2018 to Feb 2019)**.**

Professional Skills

* Can be a key motivator within a team setting and able to get colleagues to perform well above their average level.
* Problem solving by applying logical & lateral thinking to issues and then coming up with viable solution.
* Good at building relationships across various levels and with people from all social or cultural backgrounds.
* Fluent in English and able to convey an articulate message in both verbal and written form.
* Candidate relationship management

Work Experience

Accenture (Sourcing Specialist)

* Managed stakeholders effectively for new requirements.
* Managed end to end recruitment process that included sourcing, screening & coordinating for interview process & follow-up through the on-boarding process.
* Utilized various sourcing strategies to identify and engage potential candidates.
* Maintained accurate candidate records and managed interview schedules.
* Effectively delivered on client requirements within tight deadlines.
* Developing and maintaining a strong pipeline of qualified candidates in advance for maintaining the continuity of the process.
* Managing & maintaining strong database.
* Managed applicant tracking system (ATS) to track candidate progress and interactions. - Assisted in the coordination of in-person interviews and provided feedback to candidates.
* Built and maintained relationships with candidates to ensure a positive recruitment experience.

Spectrum Talent Management (HR Consultant)

* Facilitated recruitment process across different sectors like Pharma, Medical Devices, Fertilizer, Pesticides and others.
* Collaborated with hiring managers to define job requirements and create job descriptions.
* Created a strong source for receiving profiles through Head hunting, Referencing, Mapping.
* Coordinated & scheduled for online & offline interviews (telephonic, skype & F2F) & interview follow-up.
* Provided stake holders with relevant information about the candidate to initiate the recruitment process.
* Enabled Recruitment cycle from sourcing to on-boarding & worked on achieving recruitment target on time.

Marasim Consultant LLP (HR Recruiter)

* Had hands-on experience of using job portals like Naukri, Shine, Monster and LinkedIn.
* Involved in screening and short listing of the relevant profiles.
* Facilitated recruitment process from sourcing to on boarding.
* Taking Telephonic rounds for initial screening of the profile.
* Building Relationship with Clients for more business opportunity

Personal Information

**Name**: Sangeeta Rai

**Date of Birth:** 02-Aug-1996

**Location:** Bangalore, Karnataka