**Pooja Rathore**

**Address- Vijay Nagar Ghaziabad, India**

**Contact no. 7210510833 Email ID:** [–Poojarathoee@gmail.com](mailto:–Poojarathoee@gmail.com)

**Summary:**

* Having 3+ Years of experience in US Staffing Company, I have been working as a Sr. Talent Acquisition Associate.
* To construct my career as a respected team member of a professional organization contributing to its progress by using knowledge, work experience etc.
* Desire to become a successful person and enthusiastically interested in utilizing my analytical and professional skills for worth conception in line with the development of the organization
* Currently I am working in US Staffing Company, as a Sr. Talent Acquisition Associate (Non IT Roles). Actually, I am finding the talent in US States. Responsible for full life cycle recruiting and hiring for Non IT, sales, IT, and creative services positions. Managed the process of selection and placement of qualified candidates. Having excellent knowledge about C2C, C2H, W2 and Full time Job Requirements also.

**Skills:**

* Technical recruiting expertise
* Talent sourcing and screening
* Social media recruiting
* Job posting and advertising
* Candidate engagement and relationship building
* Salary negotiation and job offer management
* Reference and background checks
* Compliance and risk management
* Data-driven recruiting and reporting
* Collaboration with hiring managers
* Time-to-hire optimization
* Employee retention strategies
* Diversity and inclusion hiring
* Applicant tracking system (ATS) proficiency
* Networking and referral generation

**ATS & Job Portals Experience:**

* ATS – Job diva, Ceipal
* Job Portals – Indeed, Monster, Career Builder, Dice, Broad been.

**Work experience:**

**Cynet Systems–Remote Feb 2022– Jun 2024**

**Sr. Talent Acquisition Associate**

* Experience in Volume, Non-IT Recruitment and IT Recruitment, hiring Entry level, Middle level, Sr. level.
* Sourcing, Screening, interviewing candidates on active or ongoing requirements to close the open positions.
* Expertise in sourcing candidates through Job Portals & social media.
* Expertise in sourcing on LinkedIn Recruiter platform.
* Coordinating with department managers and team leaders to identify current and future hiring needs.
* Attended job fairs and have organized in-house recruitment events.
* Conducting and coordinating telephonic/F2F/Skype interviews for fresher, entry level and laterals, coordinating interviews with concerned team accordingly.
* Coordinating with the candidates till their on-boarding.

**Noralogic Services (OPC) PVT LTD, Remote Mar 2021– Jan 2022**

**US IT Recruiter**

* Experience in Volume, IT Recruitment, hiring Entry level, Middle level, Sr. level.
* Sourcing, Screening, interviewing candidates on active or ongoing requirements to close the open positions.
* Expertise in sourcing candidates through Job Portals & social media.
* Expertise in sourcing on LinkedIn Recruiter platform.
* Coordinating with department managers and team leaders to identify current and future hiring needs.
* Attended job fairs and have organized in-house recruitment events.
* Conducting and coordinating telephonic/F2F/Skype interviews for fresher, entry level and laterals, coordinating interviews with concerned team accordingly.
* Coordinating with the candidates till their on-boarding.

**Talent Infotech –Noida Jan 2021– Mar–2021**

**US IT Recruiter (Talent Acquisition Associate)**

* Sourcing Candidates, Screening Candidates, Arranging Interviews, Coordinating Compensation Packages, etc.

**Education:**

**Sikkim Manipal University 2019 -2021**

Post Graduate (MBA HR)

**Language:-**

English & Hindi

**Declaration:-**

“I sincerely proclaim that all the particulars mentioned above are true to my belief and I am accountable for its accuracy.”