ANUJ MEENA

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# **OBJECTIVE**

Enthusiastic Talent Acquisition & IT Recruiter seeking to leverage over 1 year of experience in HR Services. Skilled in Recruitment, Interviewing, Onboarding, Background check, HRIS, Workday, Performance Management, Organizational Development, Employee Relations, Employee Engagement, Compensation and Benefits, Workforce Planning, Policy Development, Payroll, Labor Relations and HR Administration.Eager to apply my strong strategic planning and client management skills in an IT Recruiter role, driving organizational recruitment and benefits operations.

# **EDUCATION**

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| --- | --- |
| B. Com |CGPA- 7.23/10 | Bhopal School of Social Science | 2023 |
| 12th (C.B.S.E.) | 79% | St. Francis Convent Hr. Sec. School | 2020 |
| 10th (C.B.S.E.) | 63.4% | St. Francis Convent Hr. Sec. School | 2018 |

# **PROFESSIONAL SUMMARY**

* IT Recruiter specializing in IT Recruitment, outsourcing, Workday, screening, interviewing, onboarding, job posting, Boolean search, negotiation, document verification, LinkedIn Recruiter, and placing IT professionals across diverse domains.
* Analyzed track record of successfully managing full-cycle recruitment processes, from initial candidate sourcing to offer negotiation and placement.
* Proficient in utilizing various sourcing methods including job boards, social media, and professional networks to identify and engage top-tier IT talent.
* Skilled in conducting technical interviews, assessing candidate qualifications, and evaluating their fit for specific IT roles.
* Exceptional client relationship management skills with a focus on understanding client requirements, building trust, and implemented high-quality recruitment solutions.
* Strong communication, conflict resolution and interpersonal abilities, adept at fostering positive relationships with candidates, clients, and internal stakeholders.
* Proven track record in developing and implementing effective hiring and staffing strategies tailored to meet organizational needs
* Excelled in dynamic environments, adept at adjusting to shifting priorities, and consistently achieved demanding recruitment goals.

# **PROFESSIONAL EXPERIENCE**

**Systemonex Pvt Ltd – US IT Recruiter. (August 2023- Present)**

* Sourced IT talent through job boards, social media, and networks.
* Scheduling screening sessions to evaluate candidates based on their technical skills and cultural fit.
* Enhanced client relationships and optimized recruitment process.
* Innovate job descriptions to attract qualified candidates.
* Coordinated interviews and communication, providing clear instructions for a smooth recruitment process.
* Streamlined operations to boost efficiency and productivity throughout the recruitment process.
* Negotiated offers and ensured compliance with policies.
* Managed candidate data efficiently using Applicant Tracking Systems Process throughout the recruitment lifecycle.
* Focused on enhancing the Candidate Experience with positive interactions and feedback throughout the recruitment journey.
* Collaborated with cross-functional teams to optimize interaction and deliver superior outcomes.

# **HARD SKILLS**

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Sourcing | Boolean Search **|** Technical Screening | Workday | Excel | MS Office | CRM | ATS Management.

# **SOFT SKILLS**

Written and Verbal Communication Skills | Problem-Solving skills | Leadership Skills | Interpersonal Skills | Analytical thinking | Teamwork | Time Management skills.

**OTHER EXPERIENCE**

**Trikarshi Natya Sanstha (TNS) And BSSS Drama Society. (JAN 2022-AUG 2023)**

• Collaborated with a team of performers to produce and stage theatrical productions.

• Assisted in organizing rehearsals, coordinating schedules, and managing production logistics.

• Developed interpersonal skills and teamwork abilities through active participation in a creative environment.

**ACHIVEMENTS**

* Certificate of Appreciation: Recognized for achievement in receiving “NCC A Certificate”, demonstrating leadership, teamwork, decision making and discipline prowess.
* Appreciation Certificate awarded for completing “Recruitment Executive Course” from The Bhopal School of Social Sciences, showcasing strong proficiency in talent acquisition and HR practices.
* Appreciation Certificate conferred for Talent Management from Great Learning, demonstrating adeptness in optimizing HR strategies for organizational success

# **INTERESTS**

* Playing Cricket
* Theatre
* Managing Events

# **DECLARATION**

I hereby declare that above furnished particulars are true to the best of my knowledge and belief.

ANUJ MEENA