



Rama Mishra

RESUME SUMMARY

Experienced Talent Acquisition Specialist with a demonstrated history of successful recruitment strategies. Skilled in end-to-end recruitment, onboarding, team management, and client handling. Passionate about creating positive candidate experiences and staying updated on industry trends. Strong in IT and non-IT profiles with a focus on competitive recruitment practices.

GET IN TOUCH!

Mobile:

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SKILLS

- Talent Acquisition Specialist
- Recruitment
- Screening
- Documentation
- End to End Recruitment
- Non IT Recruitment
- IT Recruitment
- Onboarding
- Team Management
- Client Handling
- Interview Coordination

LANGUAGES KNOWN

English (Both)

PERSONAL DETAILS

Current Location Kolkata
Date of Birth February 22, 1996
Female

EDUCATION

Graduation

Course B.B.A/ B.M.S (Management)
College Meerut University, Meerut

Schooling

Class XII

Class X

Board Name	West Bengal	West Bengal
Medium	English	English
Year of Passing	2014	2012
Score	55%	50%

WORK EXPERIENCE

Berger Paints India Limited | April 2024 - Present

- Talent Acquisition Specialist:

Develop and implement effective recruitment strategies to meet the company's staffing needs.

Create and post job advertisements on various platforms to attract qualified candidates.

Utilize various channels, including job boards, social media, and professional networks, to identify and engage potential candidates.

Review resumes, conduct initial screenings, and organize interviews with candidates.

Work closely with hiring managers to understand their staffing requirements and provide guidance on recruitment processes.

Ensure a positive experience for candidates throughout the recruitment process, from initial contact to offer.

Extend job offers, negotiate terms, and facilitate the hiring process.

Coordinate with HR and other departments to ensure a smooth onboarding process for new hires.

Stay informed about industry trends and competitor practices to ensure competitive recruitment strategies.

Track and report on key recruitment metrics and provide insights for continuous improvement.

CIEL HR | August 2022 - April 2024

- Associate Consultant:Involved in the full life cycle of Recruitment.

? Interacting with Internal stakeholders for better understanding of the requirements.

? Understanding the Job Descriptions..

? Sourcing the potential candidates from various job portals like Naukri,Monster,Times Jobs,Shine and Linked in,Indeed , Apna, Workindia

? Doing the job posting on Naukri, Time jobs,Shine, Linked in, Apna etc.,

? Screening all the candidates profiles and calls them for the requirement.

? Short listing potential candidates resumes and communicates with candidates via email and phone.

? Negotiate/convince the candidate with regard to salary, relocation related issues.

? Forwarding the candidates profile to Technical Team regarding L1 Schedule.

? Schedule interviews for the shortlisted candidates.

? Follow-up with the candidates to ensure the acceptance of offers, and joining once they are shortlisted..

? Maintaining tracker of open demands and list opositions closed against each of them on daily basis.

? Good experience in IT & Non - IT profiles , Bulk Hiring in any industry etc.

? Closed senior & junior level profiles like Sales Officer , Senior Sales Officer, Circle Head, Team Lead, F& B Executive , Manager, Network Engineer L1,L2 & L3, Laravel Developer , Oracle DBA, asp.net developer.

Global Manpower Consultantancy | April 2022 - August 2022

- HR Recruiter :Partnering with hiring managers to determine staffing needs.

Screening resumes for IT & Non-IT Profiles.

Performing in-person & phone interviews with candidates.

Source potential candidates from various online portals (e.g. social media, Naukri, LinkedIn, Hirect, Apna etc

Frankfinn | June 2019 - November 2020

- Counsellor:Guided clients in developing skills and strategies for dealing with problems.

Developed and expanded referral system of service providers to assist clients in attaining services.

Communicated closely with other counselors to devise programs and activities based on developmental and academic levels

ACHIEVEMENTS

- All rounder in B.B.A/ B.M.S
- All rounder in school