



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 Consultancy | 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