

PRIYANKA JYOTISHI

Talent Acquisition Executive

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📍 Indore, MP

🌐 linkedin.com/in/marie184

WORK EXPERIENCE

Talent Acquisition Executive

Ladder Media Pvt. Ltd.

📅 October 2022 - current 📍 Work from Home

- Proactively sourced candidates using LinkedIn Recruiter for Technical/Nontechnical roles including software engineers, subject matter experts, k-12 people, instructional Designers, interns, etc.
- Managing bulk hiring for various projects maximum hiring of approx 140-150 candidates in a month
- Communicated with candidates across each step of the application process and updated the status of each candidate in the organization
- Coordinated with external recruiting agencies to assess the qualifications of candidates they submitted for open positions
- Led new talent acquisition and recruitment processes for mass hiring

Talent Acquisition Intern

Ladder Media Pvt. Ltd.

📅 March 2022 - sep 2022 📍 Work from home

- Responsible of Mass hirings for K-12 sectors and graduation sector
- Responsible for single hirings for various positions
- coordination with the team for closures
- given closures approx each and every position

SKILLS

- LinkedIn sourcing
- Postings/Hiring in many portals
- Excel, Google Sheets
- Exposure to benefits and employee on boarding
- Mass hiring
- Technical/Nontechnical hiring
- Freelance hiring
- Managed Manpower Data
- Handled complete Recruitment process

Technical skills

- HTML, CSS, Google Suits, Canva, Photoshop, Microsoft word, excel, Illustrator, Power Point.

Achievements

- Got a two-time employee of the month reward
- Lead team when there was no upper-position person

HR Graduate Trainee

SBI Life corporate Ltd.

📅 August 2011 - Feb 2012

📍 Bhopal, MP

- Scheduled interviews for candidates across many roles
- Administered company-wide compensation and benefit plans
- Conducted employee onboarding and helped organize training and development initiatives
- Collaborated with leadership on recruitment strategies, development plans, performance management, and employee engagement to improve retention rates.
- Assisted with new employee onboarding, and ensured all pre-employment forms were completed within 72 hours.
- Collected feedback after final round interviews, and put together comprehensive compensation packages for prospective hires

Front end Developer

Arucom Electronics Pvt. Ltd.

📅 2016 - 2017

📍 Indore, MP

- Responsible for complete Graphic Designs
- Posters making
- Social Media postings
- Website Design

- Got an offer from every employer for confirmed role after every training process.

EDUCATION

M.Tech

Computer Science

RGPV

📅 Sep 2016 - sep 2018

📍 Jabalpur, MP

Bachelor's of Engineering

Computer science

RGPV

📅 Sep 2008 - Sep 2011

📍 Jabalpur, MP