



PAYAL RAISINGHANI

(CERTIFIED TECHNICAL RECRUITER)

EXPERIENCE

Company :- Netlink Software Pvt Ltd

- Designation:- Senior Executive - Talent Acquisition
Duration:- 01 Jan 2022 to Present
- Designation:- Associate Talent Acquisition
Executive Duration:- 04 Jan to 31 Dec 2021.
- Designation:- Consultant Talent Acquisition
Duration: 08 Oct to 31 Dec 2020 (3 months)
- Designation:- HR Intern in Talent Acquisition
Department. Duration :- 8 June 2020 to 7 Oct 2020
(4 months)

ROLES & RESPONSIBILITIES

- Responsible For Sourcing profiles through Naukri portal & LinkedIn.
- Screening Candidates by conducting Telephonic Interview.
- Scheduling interviews for hiring managers.
- Coordinating interviews with hiring managers.
- Follow-up with
- Preparing Technical Evaluation Form, Checklist of candidates.
- Preparing Reports (Tracker Sheet).
- Hired for profiles such as React.js Developer, Node.js Developer, Full Stack Java Developer, UI Full Stack, Data Analyst, Techno Functional BI Role, SAP Profiles, Angular Developer, UI Developer, Business Analyst, Power BI Developer, Service Desk Lead and many more.
- Worked on almost 40+ profiles.

ACADEMIC BACKGROUND

MBA (HR & Finance)

Sant Hirdaram Institute of Management | 2019-2021

- Percentage - 89.44%

BCOM (Applied Economics)

Sarojini Naidu Govt Girls College | 2016-2019

- Percentage - 79.54%

Higher Secondary - CBSE

Sarojini Naidu Govt Girls College | 2016

- Percentage - 87.6%

High School - CBSE

Sarojini Naidu Govt Girls College | 2014

- Percentage - 8.4 CGPA

CAREER OVERVIEW

- I yearn to pursue a challenging career and be a part of cumulative organization that gives a scope to escalate my knowledge and utilizing my skills for the growth of organization.
- 2 Years Experience in Core IT Recruitment

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TECHNICAL SKILLS

- MSWord, MS Excel, MS Powerpoint, Google Docs, Outlook, Microsoft Teams, Keka
- Problem-solving
- Sourcing
- Recruiting
- Screening Resume
- Vendor Management
- Stakeholder Management

PERSONAL SKILLS

Leadership, Teamplayer, Sincere, Hardworking, Punctual, Adaptable, Creative, Goal Oriented.

ACHIEVEMENTS: -

- Team Excellence Award - Netlink Software
- Won 1st prize in Poetry Writing Competition organized by SHIM, Bhopal.
- Won 1st prize in COLLAGE MAKING at SIRT fest
- Won 2nd prize in BUSINESS BAAZIGAR at TIT fest
- TOPPER of college in MBA (Sem 1 & Sem 2)
- Won 1st prize in FINWIZARD at IPER fest
- Won 3rd prize in Newspaper Dress Activity at SHIM fest

EXTRA CURRICULAR ACTIVITIES: -

- Participated in BSSS management fest and SHIM fest.
- Participated as a Coordinator in CARNIVAL 2020 and as a Volunteer in JSS JIGYASA 2k19 organized by SHIM, Bhopal.
- Rural Assistant Coordinator of Yi (YOUNG INDIA)
- Member of Eco Club.

CERTIFICATIONS: -

HUMAN RESOURCE:

- Certified Recruiter – naukri.com
- Certified Tech Recruiter – hirist.com
- Performance Management and Competency Mapping.
- Modern Human Resource Management-Recruitment and selection process.
- Employer Branding Certification- Hirist.com

INTERNSHIP: -

Company: - LUDIFU (Let Us Do It For U)

- Designation: - HR Intern
- Duration: - 1 May 2020 to 31 July 2020 (3months)

Roles & Responsibilities:-

- LUDIFU provided me the opportunity to become Senior HR Manager.
- I handled a team of 4 members.
- Being the Senior HR Manager my work was to collect the task from all my team members, review that & then forward to LUDIFU.

Company:- UNNAT BHARAT ABHIYAN

- An Ambitious Project by Ministry of HRD Government of India.
- Internship Type:- Rural Internship. Duration:- 3 days

Roles & Responsibilities:-

- Done Survey of different Villages.
- Prepared Excel of Data Collected.

Company :- BHEL (Bharat Heavy Electricals Limited)

- Designation :- Finance Intern
- Duration :- 15 days

Roles & Responsibilities:-

- Understood the functions of Various Departments of finance like Purchase Department, Sales Department, Foreign exchange Department, etc.

WORKSHOP: -

Attended workshop on "Micro Analysis of Financial Statements" by Dr.S. Chandrasekar which helps to analyze any Balance Sheet in just 30 seconds.

INDUSTRIAL VISIT: -

- Hindustan COCA-COLA Beverages on 20-08-2019
- AMOUR PLANT, Bhopal on 21-08-2019

PROJECT: -

Completed Research Project on Topic "A STUDY ON FACTORS AFFECTING BRAND PREFERENCE OF AC."