



# Talent Acquisition Specialist

## ***POOJA BHATT***

### CONTACT DETAILS

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### EDUCATION

- ❖ 10<sup>th</sup> from KVSC Pune with 74%
- ❖ 12<sup>th</sup> from KV-2, Chandimandir with 62%
- ❖ B.Tech (ECE) from IGCE, Mohali with 74%.

### EMPLOYMENT

- ✓ Worked with Workforce Associates /Spectrum ESP from Jan' 2016 to Dec'2016 as a Executive Search
- ✓ Current Working as a Talent Acquisition Specialist with Spectrum ESP, Chandigarh from Dec'2016 to till date

### STRENGTH

- As an Active Member I developed qualities of good leader, learned team spirit.
- Always ready to adapt new challenges
- Time Management, Multi- Tasking, Hardworking, Positive Attitudes and Sincerity.
- Demonstrated ability to plan, organize and prioritize a varied workload, with strong attention to detail and accuracy
- Highly organized and detail-oriented, able to work in fast paced environment.

### SUMMARY

By having dynamic & result-oriented professional with **over 5+ years** of experience in Talent Acquisition. Self-motivated, goal-driven, highly ethical & articulate communicator with excellent team building & interpersonal skills striving for continual improvement of service levels.

I've grown my skills in full- cycle recruiting, strategic sourcing, data analytics, and project management.

### ROLES AND RESPONSIBILITY

- ✓ Create job descriptions as required, position advertisements, postings, and manage all recruiting-related information through our internal database.
- ✓ Sourcing potential Professionals by using Boolean on niche Platforms, like Naukri, Indeed, Monster, TimesJob, Hirst, and LinkedIn etc.
- ✓ Developed communication and marketing plans and leveraged talent acquisition tools, resources, and campaigns to source and attract top talent.
- ✓ Acted as brand ambassador to educate candidates on culture, career growth, benefits, and advantages of working for the company.
- ✓ Conduct research and sourcing for entry-level to senior-level positions via resume mining, name generation, and/or candidate development.
- ✓ Leverages current technology to improve pipeline, candidate experience & quality, time to fill, etc
- ✓ Partner with leaders within the organization to track the ongoing hiring needs of their business. .
- ✓ Parse specialized skills and qualifications to screen all levels of IT resumes.
- ✓ Work directly with Business Managers, to establish individual activity and results in expectations.
- ✓ Conduct regular follow-up with submitted candidates to build rapport and source new candidate leads.
- ✓ Responsible for mentoring and providing support for new recruiters and serve as a resource for learning.

### HIRING FOR IT TECHNOLOGY

- ✓ **Microsoft Technologies:** .Net, ASP.Net, VB.Net, C#.Net. WCF, WPF, C, C++, PHP, Laravel, Django, Open shift, Security, Drupal.
- ✓ **Cloud Technologies:** Docker, DevOps, Jenkins, GIT Hub, AWS, RDBMS, DB2, SQL
- ✓ **Web Technologies:** Java, J2EE (JSP, Servlets, EJB), JMS, JDBC, JSF, JBOSS, Hibernate, Spring Boot, Spring Cloud, APIs, Rest & SOAP, Web Services, Struts, Eclipse, etc.,
- ✓ **Front End:** Angular8, ReactJS, Redux, JavaScript Developer, Flask, Angular Versions, Node **JS**
- ✓ **Software Testing:** Manual, Automation, Performance testing, QTP, Win Runner, Load runner, SahiPro, Appium Testing, Monkey Talk, Quality Assurance, White Box testing, Black Box Testing, ETL testing, Cloud Testing.
- ✓ **RDBMS:** Oracle, Microsoft SQL Server, IBM DB2, PostgreSQL, Mongo DB, SQL Server 2018.
- ✓ **Mobile:** Android Platform, Android SDK, iOS, Objective C, XCode, IOS SDK, Ionic Framework, Hybrid App
- ✓ **Data warehousing Technologies:** ETL, Informatica, Power Center, SSIS, Data Stage.
- ✓ **BI Tools:** Cognos, MSBI, SAP BO, Micro Strategy
- ✓ **ERP:** SAP ABAP, BASIS, CRM/BI BW/SD/HCM/FICO/BO).
- ✓ **Analytics:** Data Analytics, Data Science, etc.
- ✓ **Networking:** Protocols, Cisco Firewalls, Routing, Switching, L1, L2, L3, L4, Lead, Managerial, Citrix NetScaler, IBM Storage Admin, NetApp Storage, SAN, WAN, LAN, EMC Storage, Windows Admin, Linux Admin, VMware Admin
- ✓ **iOS Developer:** Swift, Objective-C, Data structure - Link & Array list, Design Patterns -MVC, MVVM, Viper etc.
- ✓ **Others hiring's:** AWS, NodeJS React/React Native Developer, Manager IT Projects, Java / C++ / Front End / Back End / PHP developers etc.

### DECLARATION

I hereby declare that all information furnished above is true to the best of my knowledge and I hold the sole responsibility towards its authenticity.

Date: 30<sup>th</sup> Nov '2021

Place: Chandigarh

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