

Sapana Dubey

HR Recruiter, Next Knock Consulting

+919873579630 | sapanadubey93@gmail.com

Summary

Seeking a challenging and motivating position in an organization where I can utilize my attitude, skills, and knowledge in conjunction with organization's goals and objectives.

Education

Qualification	College	Grade
Masters in Business Administration (MBA)	ABES Engineering College	First Division
Masters of Arts (MA)	Agra University, 2012	Second Division
Bachelor of Arts (BA)	Agra University, 2012	Second Division
HSC (12 th)	Uttar Pradesh, 2009	Second Division
SSC (10 th)	Uttar Pradesh, 2007	First Division

Experience

HR Recruiter, Next Knock Consulting, Noida India

Nov 18 - Present

- Handling End to End Recruitment process.
- Briefly understanding the requirements received from clients,
- Looking after the entire cycle of recruitment that includes sourcing potential candidates.
- Short-listing resumes by evaluating the candidate's communication skills, presentation and technical skills based on the client's requirements.
- Cold calling the candidates and discuss about the job opportunities, location, clients and employment type with the candidates.
- Screening and short listing the profiles according to JD from job portals and sharing the profiles to clients.
- Fine-tune the criteria of selections as per the client requirements and hence deliver better prospective candidates for the next processes. These challenges would vary depending on the nature of work, locations, experience or terms of employment.
- Scheduling interviews like telephonic, face to face and Walk-in interviews to the candidates after short listed.
- Negotiating & convincing candidates to accept the offer and make them join in short notice as soon as possible.
- Building good relations with the candidates and maintaining the database.
- Simplifying the candidate's journey by assisting them in each step of the process.
- Preparation of Weekly and Monthly report relating to Interviews with number of interviews happened, Offer Made and Candidates Joined.

Internship

Summer Intern, East India Udyog Ltd

8 Weeks

Here, I gained first-hand experience at the recruitment procedures at a multi-national firm. The program was oriented at enabling us to be a part of the end-to-end recruitment process. The tasks assigned to me were to sort out potential candidates from various job portals. The communication to these candidates would be undertaken by us till their joining.

Employee Engagement

Apart from the regular roles and responsibilities, I would actively engage in coordinating various social activities within Next Knock. These activities would help maintain the enthusiasm of the employees as well as create a sense of team bonding within them. These events would also help me gain some managerial experience while executing these activities.