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| Priyanka Sharma    Senior HR Specialist Details Krishna Nagar, Mathura U.P., 281004  9634842442  [priyankabhardwaj2424@gmail.com](mailto:priyankabhardwaj2424@gmail.com) Date / Place of birth 21/07/1997 Mathura Links [Linkedin Link](https://www.linkedin.com/in/priyanka-sharma-94492214b) Key Strengths  |  |  | | --- | --- | | Interpersonal and communication skills | | |  |  |  |  |  | | --- | --- | | Negotiations | | |  |  |  |  |  | | --- | --- | | Interviewing Expert | | |  |  |  |  |  | | --- | --- | | Performance managementstrategies | | |  |  |  |  |  | | --- | --- | | Personnel records maintenance | | |  |  |  |  |  | | --- | --- | | New hire orientation | | |  |  |  |  |  | | --- | --- | | End to End recruitment | | |  |  |  |  |  | | --- | --- | | Process improvement | | |  |  |  |  |  | | --- | --- | | Supervision | | |  |  |  |  |  | | --- | --- | | Team work | | |  |  |  |  |  | | --- | --- | | Interviewing expertise | | |  |  |  |  |  | | --- | --- | | Strategic thinking & planning abilities | | |  |  |  Languages English  Hindi | Career Objective To acquire a challenging position in a well-established organization, use my extensive skills,knowledge and administrative abilities, win the confidence of stakeholders and accomplish an outstanding success in my career. Career Summary  * Having 3.8 years of experience in IT Recruitment/Talent Acquisition and vendor Management , Client Management and stake holder management IT & Non IT recruitment. * Getting clients from linkedin and various other platform, sending proposal and to make client understand about company structure. * Act as a single point of contact for business for all requirement and work closely with higher Management and Business. * Keen interest in all aspects of the Recruitment life cycle and Team management responsibilities - from strategy development, leadership hiring, operational delivery and team management and ensure business functionality adherence * Efficient in all methodologies of sourcing like Market Research, Headhunting, Mapping, Networking, Employee Referrals, Database to meet client’s requirements. * Management of the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for both onshore and offshore markets. * Performed technical interviews, and co-coordinating online skills tests, scheduling phone, google meet and Skype interviews with the Client, and managing the internal database for my consultants or candidates. * Experience in handling recruitment, responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.  Technical Skills  * Experience of Human Resource Management Software like Qandle, Zoho and kredily. * Having knowledge of Outlook, Skype, MS Office etc  Employment History **Current Company: Techugo Pvt. Ltd.**  **Designation: Sr. HR Specialist**  **Duration: Feb 2022 - Present**  **Clients Worked For: Srijan, CODITAS, X -verse, ZOHO.**  **Responsibilities:**   * Contractual staffing point of contact for Technology hiring like Developers, Designers, Scrum Masters, Testers, Architects etc. * Responsible for demand fulfillment of the Delivery Units assigned & all staffing related requirements. * Working with the Sourcing team to ensure relevant profiles/pipeline to be added in-line with the Client’s requirements. * Handling end to end recruitment of Technical/ Non- Technical. * Prescreening resumes prior sending them to hiring manager for consideration. * Closing position as per given demands. * Strong experience in vendor management .     **Previous Company: iQuinceSoft Consulting Services Pvt Ltd.**  **Designation: Human Resources Executive**  **Duration: July 2019 - Feb 2022**  **Responsibilities:**   * Recruitment, Joining Formalities, Sourcing, Screening, Interviews, Coordination * Analyzing the Requirements and Mapping the Organizations Accordingly * Shortlist Resumes Against Various Requirements, Checking Them on Their Suitability for Skill Set, Salary Range, Location, Work Authorization etc * Through Various Sources Maintaining a Database of Professionals. * Sourcing Candidates via Networking and Job site. * Handling Salary Negotiations With the Candidates. * Performing Follow-up for Joining of Selected Candidates. * Ground-level Check of the Candidate. * Employee Engagement Activities. * Handling Employees New Joining Formalities. * Responsible for New Joining Induction Training. * Handling Employees Documentations Maintaining and Updating. * Handling Employees Leave Management. * Grievance Handling * Responsibility for Employees Verification. * Handling Employees Record Management. * Tracking Monthly Attendance & Maintenance of Leave Records. * Exit Formalities   **Previous Company: Beupy Technologies.**  **Designation: Human Resources Executive**  **Duration: Jan 2019 - June 2019**  **Responsibilities:**   * Recruitment, Joining Formalities, Sourcing, Screening, Interviews, Coordination * Analyzing the Requirements and Mapping the Organizations Accordingly * Sourcing Candidates via Networking and Job site.  EducationM.B.A.(Master of Business Administration), Jaipur National University, Jaipur July 2019 — June 2021 Bachelor of Electronic Commerce, Rajiv Academy for Technology and Management, Mathura August 2016 — June 2019 12th, Army Public School, Mathura March 2015 — March 2016 10th, Army Public School, Mathura March 2013 — March 2014 Area of Strength  * Multi-location recruitment * Salary Negotiation & closing * Client/Hiring Manager relationships * Database creation & Maintenance * Web-based sourcing/recruitment * Vendor Management * Building strong referral networks |