

# Niru Rai

Project Manager at Cisco

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## Summary

Dynamic & Competent professional offering extensive experience into Recruitment, Operations & Projects.

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## Experience

### **Project Manager at Cisco Systems**

October 2013 - Present (3 years 6 months)

### **HR [Campus Recruiter] at Cisco Systems**

October 2009 - September 2013 (4 years)

Recruitment & Engagement:

- \* Strategy & Management of University Relations & University Hiring across T-Schools & B-Schools for Cisco India
- \* Demand Planning with Business stakeholders by offering consultations for both Full Time fresh Grads & Interns
- \* Aligning Business hiring demands with market driven timelines
- \* Liaisoning with Career Service Offices for top Campus Hiring dates / slots
- \* Organize the interview panel for the hiring events
- \* Final Hire Decision maker at University Campuses

HR Operations:

- \* On Boarding & Induction
- \* Process Improvement
- \* Payroll, Policies & Benefits Administration
- \* Exit Process

### **Talent Acquisition Specialist at Thomson Reuters**

January 2009 - September 2009 (9 months)

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## Skills & Expertise

**Human Resources**

**Technical Recruiting**

**Talent Acquisition**

**Screening**  
**Benefits Negotiation**  
**Recruiting**  
**HRIS**  
**Talent Management**  
**IT Solutions**  
**Internet Recruiting**  
**Employee Engagement**  
**Sourcing**  
**Screening Resumes**  
**Applicant Tracking Systems**  
**Vendor Management**  
**IT Recruitment**

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## Education

**Kendriya Vidyalaya**  
Schooling  
**Visvesvaraya Technological University**  
BE, Computer Science

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## Certifications

**ITIL® Foundation Certificate in IT Service Management**  
AXELOS Global Best Practice     May 2014

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## Languages

**English**  
**Hindi**

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[Contact Niru on LinkedIn](#)