PRIYANKA

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# CAREER OBJECTIVE

I am looking for a job where I can utilize my knowledge. I want to learn from organization and growth with organization. I always look forward to learn and adapt to new challenges.



# PROFILE SUMMARY

## Overall 3.6 years of full time experience in Human Resource including:

* A head hunter successful in identifying candidates, establishing and developing client relationships and providing quality service.
* Developing a strong professional network and utilizing that network to bring in new business referrals on a regular basis.
* Focused and smart working, self-motivated and team oriented.
* Talent Acquisition: Delivered recruitment solutions for hundreds of vacancies across all organizational levels and an array of job functions for companies including L&T, Persistent, HTC Global, Mothersonsumi, PathInfotech and HCL Company.



# Work Experience

## Organization: Nityo Infotech July’ 19 to April' 20 Designation: Senior Technical resource

Responsibilities:

* Responsible for Full recruitment life cycle across all levels (Top, Middle) and function for various clients.
* Resume Sourcing:- Understand and analyze the requirement of different skill set and meeting client requirement.
* Candidate Screening:- Screening, Validating the potential candidates through telephonic interviews, technical experience &amp; skills assessments, Short listing, selecting the candidates in the preliminary rounds, Briefing them about the job profile, salary package, organization culture, references checks etc.,
* Working for Technical skills like DevOps, SAP , Cloud technologies, Full Stack Developer,.Net, Android etc.
* Negotiating with candidates, delivery of offer and post offer follow-up.
* Making weekly report for all submission.
* Coordinating interviews with the hiring managers.
* Follow up the candidate till closure.

## Organization: Itcons eSolution Pvt. Ltd Aug’ 17 to April ‘ 19 Designation: Senior HR Recruiter- IT

Responsibilities:

* Responsible for Full recruitment life cycle across all levels (Top, Middle and Junior) and function for various clients.
* Resume Sourcing:- Understand and analyze the requirement of different skill set and meeting client requirement.
* Handling all type of Technical (Middle and Junior level) requirements.
* Candidate Screening:- Screening, Validating the potential candidates through telephonic interviews, technical experience &amp; skills assessments, Short listing, selecting the candidates in the preliminary rounds, Briefing them about the job profile, salary package, organization culture, references checks etc.,
* Working for Technical skills like Java, SAP and ERP, DevOps, Cloud technologies, PHP, Xamarin, Full Stack Developer,.Net, Android etc.
* Negotiating with candidates, delivery of offer and post offer follow-up.
* Making weekly report for all submission.
* Handling a team of 4-5 recruiters.
* Coordinating interviews with the hiring managers.
* Following up with team members.
* Follow up the candidate till closure.

## Organization: Mymind Infotech Jun’16 to Aug’ 17 Designation: IT Recruiter

Responsibilities:

* End to End Recruitment Lifecycle.
* Preparing job description according to client requirement
* Sourcing candidates from web based job portal, internal database and networking, through third party.
* Screening and short listing resume according the job description.
* Evaluating candidates by conducting preliminary interviews (to check availability, project experience, cost and other related factors). Scheduling interviews of the candidates.
* Follow-up with the short listed and selected candidates through all the interview stages till the joining.
* Completing joining formalities, documentation, Induction for new Joiner.
* Maintaining the recruitment tracker



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# ACADEMICS

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| --- | --- | --- | --- |
| **Year** | **Degree/Course** | **College/School** | **Percentage** |
| 2010-2014 | B.Tech(IT) | Institute Of Engineering and Technology,RTU | 71 |
| 2010 | 12th | A.K.R.R Inter College (BIEC) | 60 |
| 2007 | 10th | Rabindra Balika Vidyalaya,Patna(BSEB) | 73 |



**TECHNICAL SKILLS**

*Languages*: ASP .Net, C, C++

*Operating System*: Windows Family

*Misc. Technology &Tools:* MS Office XP/2007, SQL, HTML



# INDUSTRIAL TRAINING

* ASP .Net with C# from Hewlett Packard India Sales Pvt. Ltd.
* C++ from Penta Info soft Pvt. Ltd**.**
* Developing Application with MySQL and PHP from NIIT.
* Minor project on Website on Online Uploading and Downloading Music.

# PERSONAL SKILLS

* Ability to carry out group tasks effectively.
* Analytical skill.
* Ability to work under pressure.

# HOBBIES

Writing Poems, Reading Books, Internet Surfing & Shopping.

# PERSONAL DETAILS

|  |  |
| --- | --- |
| *Date of Birth* | 14th June 1992 |
| *Gender* | Female |
| *Nationality* | Indian |
| *Marital Status* | Married |
| *Address* | Khairatali Road, Dariyapur, Mittanchak, Patna- 804453, Bihar |

Date:

PRIYANKA

Place: