CURRICULUM VITAE **(Immediate Joiner)**

**Sourabh Pandey**

**IT Recruitment- End-to-End**

**Total Experience- 4.2 Years**

Objective

Seeking a position to utilize my skills & abilities in an esteemed organization that offers professional growth while being resourceful, innovative & flexible.

WORK EXPERIENCE

**Worked in Sapient- Delhi/Ncr (With Payroll of Allegis)- Oct 2019 to till 5thJune 2020.**

## worked as Senior Recruitment Associate in RPO Model with WIPRO- BENGALURU ( With Payroll of People Strong HR Services Pvt Ltd) - Mar 2016 to Sep 2019:-

**Roles & Responsibilities:-**

* Hiring for BAS (Business Application Services) divisions as a **SAP recruiter & JAVA (Java 8, Design Patterns, algorithm, Junit, Logging Framework) & Selenium- Cucumber/BDD, Full Stack Developer- Front End Developer & Back End Developer, React JS.**
* Involved in complete Recruitment Life Cycle – Sourcing, Screening, Short-listing, HR interview, Fitment, LOI (Letter of Intent), Document Collection, Offer Letter, Post offer Engagement Activities and Joining Confirmation.
* Review applications and conduct the initial round of Screening to check fitment and provide the necessary information about the job.
* Responsible for under taking the preliminary interview, before forwarding it to the Technical Panels.
* Regular interaction with the Account Managers and Recruitment Heads for understanding the requirements, hiring target, and the headcount
* Coordinating with the departmental heads for finalizing interview panels.
* Coordinating with the resourcing team to understand fire requirements at regular intervals.
* Developing and maintaining strong working relationships with hiring managers and HR Business Partners to understand department and organizational culture, current and future recruitment needs and to determine creative, proactive and cost-effective sourcing strategies.
* Generating candidate flow through a variety of sourcing channels including: social media, proactive networking, Employee Referral Program, direct recruiting, online job portals - Naukri, Monster.
* Handle daily, weekly / monthly calls on recruitment status. Working closely with HR team to develop proactive approaches to recruitment and strategy.
* Single handedly conducted and coordinated recruitment drives.
* Establishing a strong rapport with hiring managers understand their strategic staffing needs and fill vacancies in a timely manner. Ensure clear mutual understanding of staffing priorities and practical constraints. Guide the hiring managers through the recruitment process where needed.
* Managing communications between applicants, hiring managers and others to keep all parties apprised of the status of each search.
* Managing candidate interview results and selection decision with hiring manager. Provide candidates feedback on interview results as appropriate.
* Participating in the offer process including negotiating offers with candidates.
* Building and maintaining strong network in search of stellar candidates for all positions.
* Tracking applicant flow, maintain pipeline of qualified candidates for future consideration, which helps to analyze recruitment data.
* Building and maintaining database of qualified professionals to rapidly respond to talent management needs.
* Representing with professionalism, enthusiasm and energy to sell the organization to prospective candidates.
* Conducting informational interviews with potential candidates. Solicit and prioritize internal referrals.

# KEY SKILLS:-

* Recruitment Process Outsourcing
* IT Recruiter / IT Recruitment
* Talent Acquisition
* HR Recruiter
* End To End Recruitment

# Technologies worked on:

* **Enterprise Resource Planning:**

**SAP**: ABAP (IDOC Workflow, webdynpro, UI5/Fiori, O -Data), Sap SD With S/4 Hana, Sap MM With S/4 Hana, Sap PI/PO/CPI, Sap Basis, Sap Fico With S/4 Hana. Sap PM.

* HCM (UK Payroll, Indian Payroll), WM/MM, SuccessFactor.
* SunTechnologies:**Java/J2EE,,**Hibernate,spring,Struts,AngularJS(1,2,3,4),ApplicationServer(Tomcat,Web logic, and Web sphere) and Web services (REST,SOAP, ),Design Patterns, Algorithm, junit, logging framework.
* **Full Stack Developer- Front End Developer & Back End Developer.**
* **Selenium- Cucumber/BDD & Selenium Web driver.**
* **React JS.**

**Job responsibility:**

* Sourcing profile to match the required position with given skill set.
* Initial screening of candidates before forwarding it to the Technical Panels
* Coordinating with the departmental heads for finalizing interview panels.

ACADMIA

* **B.TECH (Electronics And Communication) from [SKIET, KURUKSHETRA UNIVERSITY]**
* **CDAC Training** Certificate under (Networking).
* **MBA From IMT Ghaziabad.**

STRENGTH

* Good Listener.
* Good at Team player.

PERSONAL DOSSIER

**Marital Status**: Single

**Contact Number**: 7988536826  
**Languages:** Hindi, English

**Passport** Available  
**Strength:** Quick learning, Result Oriented, Self-motivated & Team work spirit.  
**Current Address:-**  Sector 38

Guru gram

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