**Sandhya**

* +91-9716660551
* Sandhyatanwar26@gmail.com

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| **Career Objective** |

Seeking an opportunity which facilitates utilization of my skills and abilities for the human resource and administrative requirements of the organization leading towards mutual growth.

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| **Summary:** |

* HR Professional with 5 months of work experience in recruiting IT professionals.
* Experience in the areas of Recruitment, & Sourcing
* Proficient in using Job portals for finding and recruiting candidates.
* Proficient in recruiting candidates from Middle Level to Senior Level.
* Sound communication skills to deal with the candidates.
* Good at client interaction.

**Clients I am working with**

* **Cognizant, Deloitte, I-Gate, NIIT, TCS, Fujitsu, IDBI Intech,UST Global,I-admin ltd.**

Xoriant,L&T infotech.

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| **Work Experience** |

* Working at Concepts HR Pvt. Ltd, Delhi as an IT Recruiter from july 2015 to Till Date.

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| **Job Responsibilities:** |

* Maintaining database of prospective candidates.
* Sourcing talent through Job portals (i.e. Naukri & Monster).
* Scrutinizing, prescreening & short-listing candidates profile as per the requirements of clients.
* Interacting with candidate, doing initial screening. Understand their competencies & skill sets, making them understand job role.
* Providing complete & accurate information to candidates about the company and position.
* Preparing candidates for interviewing with the clients by providing detailed information about job description.
* Scheduling & Coordinating the interview between Candidate & Client.
* Taking feedback after interview.
* Sourcing joining information from offered candidates.
* Performing joining follow up with the candidate on weekly basis till the date candidate joins the company.
* Maintaining daily/ weekly reports such as interview status reports, closure reports & feedback reports.

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| **Professional Qualification** |

* Graduate in BBA from IITM affiliated to MDU) in 2013
* Pursuing MBA(Master of Business Administration) from Amity University Noida (distance lerning)

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| **Educational Qualification** |

* Passed 10th by C.B.S.E. From khalsha girl se. sec. school in 2008.
* Passed 12th by C.B.S.E. from khalsha girl se. sec. school. 2010

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| **Computer Proficiency** |

* Well versed with MS Office

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| **Personal Qualities** |

* Quick Learner
* Well Organized
* Solution oriented
* Good team worker

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| **Interests** |

* Net surfing.
* Learning & exploring new things.
* Listening music
* Photography, Sketching

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| **Personal Vitae** |

**Date of Birth :** 26-01-1993

**Mother’s Name :** Mrs. Savita devi

**Father’s Name :** Mr. anil kumar

**Language Known :** Hindi, English,

**Nationality :** Indian

**Permanent Address :** Sagar Pur New Delhi

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| **Declaration** |

I, hereby declare that the above mentioned details are true to best of my knowledge & belief.

**Place: Delhi**

**Date:**

**Sandhya**