**CURRICULUM VITAE**

**PRIYANKA SANIYAL**

Mobile No: +919643366087

Email: priyanka.saniyal95@gmail.com

|  |
| --- |
| **Objective** |

To work in an organization which can recognize my personal and technical skills, provide good chances for growth and development and opportunities to contribute to the betterment of the company by making use of my technical and communication skills.

|  |
| --- |
| **Strength** |

I am an open minded person who can adhere to new ideas with full of optimism and have ability to accept challenges.

|  |
| --- |
| **Academic Qualification** |

* Pursuing MBA (HR) from Amity University.
* Bachelor of Arts (2015) passed (Pol.Sci hons.) from Delhi University
* Inter Mediate (2012) passed from C.B.S.E Board, Delhi
* High School (2010) passed from C.B.S.E Board, Delhi

**Key Skills**

**Recruitment**

* Coordinating with Department Heads for employee requisition process for corporate office positions as well as external recruitments also.
* Handling end to end recruitment
* Ensuring recruitment as per business plan within defined time schedule for respective verticals.
* Responsible for all aspects of recruitment – cost effective sourcing of profiles, screening candidates, conduct initial interviews
* Overall co-ordination of manpower planning, recruitment, induction & ensuring cultural fit
* Client handling experience

C

|  |
| --- |
| **Areas / Industries of Expertise** |

|  |
| --- |
| **Technical Qualification** |

* Basic Knowledge of Computer (MS OFFICE, MS WORD ETC.)

|  |  |
| --- | --- |
| |  | | --- | | **Professional Experience** | |

****

**Dec’18 to till date**

**Organization-** XpertConexions.

**Location-** Noida, 63.

**Designation-** Account Manager

**Job Responsibilities:**

* Handling pan India  end to end recruitment process for across industry like (Telecom , IT , FMCG , Banking , Agri etc)
* Recruitment through Various Job boards like Naukri , Monster , Times Job , Head Honchos and social networking sites like LinkedIn, Facebook, IIM Jobs, head hunting, Networking, referencing.
* Building relationships with the client to attract more business & managing the clients.
* Talent Mapping for senior level mandates
* Requesting references and checking the suitability of applicants before submitting their details to the client.
* Briefing the candidate about the responsibilities, salary and benefits of the job in question
* Screen candidate’s resumes and job applications.
* Source candidates by using databases and references
* Develop continuous pipeline of candidates to provide backup for the Offers released.
* Responsible for taking complete ownership of the entire recruitment Life Cycle including interview coordination and final paperwork and delivery.
* Keep in touch with the selected candidates & to do the required follow up with the candidates till they end up joining the company.
* Handling a team of 2 members.
* To make daily / weekly / monthly report on time

**C:\Users\ncm\Desktop\LogNCM12.png**

**Nov '17 to Nov’18.**

**Organization-** Net Creative Mind Solutions.

**Location-** Bhikaji Cama Place, New Delhi.

**Designation-** HR – Recruitment Executive.

**Job Responsibilities:**

* Handling PAN India hiring for multiple skills to ensure close alliance with the business lines and functions so as to identify critical **Talent** **acquisition** issues (Internal & External Hiring).
* Recruitment through Various Job boards like Naukri , Monster , Times Job , Head Honchos and social networking sites like LinkedIn, Facebook, IIM Jobs, head hunting, Networking, referencing.
* Have worked on the profiles like Mobile App Developer, Web Developer, SEO Executive, inside sales representative in IT Industry.
* Screen candidate’s resumes and job applications.
* Source candidates by using databases and references.
* Conduct interviews using various reliable personnel selection tools / methods to filter candidates within schedule.
* Keep in touch with the selected candidates & to do the required follow up with the candidates till they end up joining the company.
* Develop continuous pipeline of candidates to provide backup for the Offers released.
* Responsible for taking complete ownership of the entire recruitment Life Cycle including interview coordination and final paperwork and delivery.
* Handling joining and exit formalities and Documentation work.
* Involved in documentation of BG papers & also initiating Background Verification Process.
* To make daily / weekly / monthly report on time of Resumes being shared to client.

**January 2017 to October 2017**  

**Organization-** Career Planto

**Job location-** Kirti Nagar, Delhi

**Designation-** Career Consultant ( Recruitment)

* Recruiting through Various Job boards, social networking sites like LinkedIn, Facebook, Networking, referencing.
* Recruitment planning: Conducting need based recruitment drives across locations to ensure quick closure for bulk requirements.
* Review resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements.
* Managing and coordinating all required communication with candidates.
* Responsible for taking complete ownership of the entire recruitment Life Cycle including interview coordination and final paperwork and delivery.
* Responsible for in-house requirements and Client Management.
* Taking interview
* Develop continuous pipeline of candidates to provide backup for the Offers released

**September 2015 to Dec 2016 **

**Organization-** Green Agri miles

**Job location-** Connaught place, New Delhi.

**Designation-** Assistant Manager – Talent Acquisition / Recruitment.

**Job Responsibilities:**

* Handling PAN India hiring for multiple skills to ensure close alliance with the business lines and functions so as to identify critical **Talent** **acquisition** issues.
* Given the closings for all levels of management ( Junior/Middle/Senior) in sectors like agro – commodities , Food & Beverages , FMCG , Seeds & fertilizers , Irrigation , Farm – machinery , Healthcare and many more.
* Worked for more than 35 Companies in Agriculture sector like ITC Ltd , Aditya Birla , NBHC,NCML ,Origo , DS Group,Yes Bank, Rajdhani Foods , ShaktiBhog , EPC industries , Kubota , Kuber , Mrs.Bectors etc. and has given 100+ closings in my two years of recruitment experience.
* Recruiting through Various Job boards, social networking sites like LinkedIn, Facebook, Networking, referencing.
* Recruitment planning: Conducting need based recruitment drives across locations to ensure quick closure for bulk requirements.
* Review resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements.
* Managing and coordinating all required communication with candidates.
* Responsible for taking complete ownership of the entire recruitment Life Cycle including interview coordination and final paperwork and delivery.
* Involved in documentation of BG papers & also initiating Background Verification Process.
* Develop continuous pipeline of candidates to provide backup for the Offers released.s

****

**July 2015 to September 2015**

**Organization-** School for e-Education Research & Innovation (SERI).

**Job location-** Netaji Subhash Place,New Delhi.

**Designation-** Educational Counsellor.

**Job Responsibilities:**

* + Counseling educational consultants to enroll students in NORTHWEST ACCREDIATION COMMISSION, an International education board promoting by SERI, SCHOOL FOR E-EDUCATION AND RESEARCH in India.
  + Responsible for the admission of students and registering the school to get accredited by NWAC Board.
  + Handling 2-3 states and responsible for coordinating with the prospective clients through mails, telephonic conversation and personal meeting.
  + Handling the documentation and the other required formalities for admission.
  + ACHIEVEMENT: - ENROLLED STUDENTS MORE THAN 50 WITHIN 2 MONTHS OF MY COUNSELLING .

|  |
| --- |
| **Hobbies & Interest** |

* Interacting with the people
* Travelling
* Sports

|  |
| --- |
| **Personal Information** |

**Father’s Name :** Mr. Hoshiyar Ram Saniyal

DOB : 1-Aug-1995

**Marital-Status :** Single

**Nationality :** Indian

**Language Known :** English, Hindi

**Address :** Quarter No 823, F Type Flats, Ground floor Timarpur.New Delhi

|  |
| --- |
| **Declaration** |

I hereby declare that the above written information is true to the best of my knowledge and belief.

Date: Signature:

Place:  **PRIYANKA SANIYAL**