Kiran Rajput

Delhi,

Kiran.228@yahoo.com

9871463608

To be a very good quality resource to the organization I serve and to contribute towards growth of the organization and enhance my career by exposure to new areas in human resource management.

# Work Experience

# Senior Executive Technical Recruiter APAC

# Nityo InfoTech Services Pvt. Ltd –Dwarka

# August 31st to till Date

# Senior Executive Technical Recruiter APAC

# 

Sourcer

Sukhmaa Group of Companies (Accenture) - Gurgaon, Haryana

4th January 2021 to 2nd July 2021

* Operated and maintained applicant tracking and candidate management systems.
* Provided resume screening and qualification matching to job requirements .
* Identified, sourced, and evaluated talent via networking, Job Boards,Untagged funnel,Linkdin and DSS.
* Recommended qualified candidates. .
* Create candidate profile using tool.
* Responsible for appropriately and professionally screening all levels of candidates from entry-level to executive positions.
* Coordinating the candidates all over India through mail and phone. Keeping track of responses and short listing profiles

## Sr. HR Executive Cum Team Lead

Ventures IT Systems and Solutions Pvt. Ltd. - Delhi, Delhi March 2014 to October 2020

Experience in recruitment lifecycle, Joining & Separation formalities, Attendance Management, Administration etc.

Coordination of the entire functions recruitment & selection process with the clients. Screening, interviewing & short-listing candidates on behalf of the client organizations. Conducting the preliminary interviews telephonically

Coordinating the candidates all over India through mail and phone. Keeping track of responses and short listing profiles

Briefing the candidates regarding the job profile, salary package and organization etc Regular follow-up with selected candidates till joining

# Education

**MBA-7.28cgpa in Human Resource/Marketing** Deen Bandhu Chhotu Ram University of Science & Technology 2011 to 2013

## BBA-57%

Jamia Hamdard University 2007 to 2010

# Skills / IT Skills

* MIS
* Javascript
* Javascript, java, python, selenium, salesforce,citriix,oracle, Html, css,agile project/ programme management,manual testing,Fullstack developer etc
* MySQL
* Human resources
* Recruiting
* Communication skills
* HR sourcing