

# Resume

**Priyamvada Pandey**



**Electronics and Communication Engineer**

**Village Bisunpur Kurthiya Post Laxmipur Dist. Maharajganj 273162**

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## **CAREER OBJECTIVE**

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Passionate to learn new technologies and to excel innovative technology application. Seeking a challenging position which will enable me to continuously learn, create, innovate and simultaneously contribute to the short and long term goals of the organization effectively using technological and managerial skills.

## **TECHNICAL SKILLS**

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- **Languages-** Python, MySQL(Database)
- Familiarity with web services and REST API
- Knowledge of web Python frameworks: Django or Flask
- Coding and scripting skills in python
- Understanding of C language
- Effective communication skills.

- Interpersonal & teamwork skills
- Analytical Skills.
- Core Python expertise
- Understanding of ORM libraries, databases, and SQL
- Agile frameworks
- JavaScript, CSS, HTML
- OOPs concepts & patterns
- Open source experience
- Debugging
- Quality assurance
- Attention to detail
- Communication skills
- Creative thinking skills
- Critical thinking skills
- Customer service skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Problem-solving skills
- Project management skills
- Teamwork skills
- Time management skills.
- Microsoft Suite: PowerPoint, Excel, Word, Outlook
- EDITOR to write python Code: Jupyter lab & IDLE and Anaconda prompt.
- **Technologies-** PCB Design, Circuit Design, Embedded And VLSI

## **PROJECT**

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- Python Projects: Prime no., Palindrome, Number Printing etc.
- Voice and Data Transmission
- Voice Recognition and Controlling

## **EDUCATION**

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<b>B.E in Electronics and Communication Engineering</b> Inderprastha Engineering College, Ghaziabad	(October-2019) (60.95%) Grade-First Class
<b>12<sup>th</sup> Standard-PCM</b> Sophia Girls Sr. Sec. School, Kota Rajasthan	(April-2012) (71.80%) Grade-First Class
<b>10<sup>th</sup> Standard</b> Sophia Sec. School, Kota Rajasthan	(April-2012) (88%) Grade-First Class

## FIELDS OF INTEREST

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- Reading Mythological books
- Observing People
- Cooking

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## Work Experience:

NLB SERVICES (Sr.US IT Recruiter)  
OCTOBER 2019- SEPTEMBER 2021

- 2 Years of experience in US Recruitment.
- Working experienc with Direct Client, Implementing Partners, Third Party Vendor Requirements.

- Have solid experience in performing needs analysis, requirements definition, consulting on sourcing strategies, recruiting and screening, scheduling interviews, negotiating and closing candidates.
- Hands on experience with job sites like Monster, Dice and Career Builder.
- In-depth knowledge on W2, 1099, C2C and C2H.
- Experienced in Working with US Citizens, OPT, H1B, EAD and GC candidates.

### **Responsibilities:**

- Worked with Direct Clients, Implementing Partners and Third Party Vendors like TD Ameritrade, State Clients, Dominion Energy, Fidelity Investments, and Tech Mahindra, Infosys
- Involved in full cycle technical recruitment involving sourcing, identifying and screening, formatting and placing them in contract, contract to hire and full time positions in the information technology industry throughout United States.
- Sourcing consultants through various job portals like Dice, Monster and Career builder.
- Rate negotiation before short-listing the candidates.
- Generate weekly reports and update to my manager.
- Utilized creative sourcing techniques including Internet job boards, company database, referrals, networking, and cold calling.
- Wakefulness of Market trends with esteem to skills/availability.
- Placing consultants at the client-end, with proper documentation.
- Managed the full recruitment life cycle process for direct, contract and contract to hire technology positions and managed client staff augmentation needs.
- Responsible for recruiting qualified professionals interested in Corp-2-Corp/Individual Corp-2-Corp, 1099, W2 and Contract-To-Hire type employment.
- Develop and Manage strong consultative relationships with hiring managers and candidates.
- Coordinating with interview Process/Feedback.
- Successfully involved in recruiting all kind of consultants like US Citizens, Green Cards.
- Searching dice.com/monster.com/careerbuilder.com/LinkedIn to identify the best consultant in the market, matches with clients requirement
- Doing the business on C2C, W2 ,1099.
- Gathering the requirements from the Team Lead.
- Analyze the given requirement and grab the resumes from the Employers
- Contacting candidates.
- Screening the Candidates.
- Short-listing the Candidates.
- Co-ordination with placement Consultants

### **Extra-Curricular Activities:**

I actively participated in many cultural events conducted at school and college level. Coordinated as a volunteer in a NGO known as

vishlakshi foundation.

DECLARATION:

I hereby declare that the particulars mentioned above are true to the best of my knowledge and belief.

Priyamvada Pandey

Place:

Date:

