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## CAREER OBJECTIVE

To attain a challenging position in the Human Resources field to contribute the best of my Skills and expertise for the achievement of both organizational and individual goals with progressive organization.

## WORK EXPERIENCE

4.9 years of experience in End to End Recruitment along with client management.

## SUMMARY OF KEY SKILLS & EXPERIENCE

- Working as recruiter responsible for End to End Recruitment for IT in various domains and technology for different clients.
- Handling screening of Profile, Job profile explaining, Maintaining Candidate database and good relationships with candidates.
- Expertise in the areas of Sourcing, Reporting, Follow up, Client handling.
- Handled sourcing activities through job portals **Naukri.com, Monster, LinkedIn, Internal Database.**
- Skill Handled: Networking, Voip Support, Devops, Project Managers, Product Support, Testing, EDI implementation, IT helpdesk etc. Working on mainly IT infra requirements.
- Recent technologies- Java Full stack, .Net full stack, Third party Risk Analyst, C++ Developer, C#
- Recent Clients- Epsilon, Adobe, Cargill, Alstom
- Worked with Clients like Mitel Networks, Diageo, Cleo Technology, BankBazzar, Amazon, Apple Inc, Vera Security, Lithium Technologies etc.
- Client Management- Cleo, Mitel Networks, British Telecom, CME, NCR Corporation

## KEY SKILLS-TECHNOLOGY-HIRED

- Operating System: Windows, Unix, Solaris, Linux
- Devops- Cloud, Configuration Management, scripting, Monitoring etc.
- Project Management- Cloud, Networking, End user computing.
- Languages: CoreJava, Java, J2EE, C, C++, PL/Sql, Shell Scripting, C#, Scripting Languages, , HTML, and lots more.
- Administration: System, Network, Desktop Administration.
- Data Base: Oracle, MySQL, Cassandra, Hadoop, NoSQL
- ERP: SAP Modules
- Testing: Manual, Automation
- Networking: Data Networking, Voip, Support
- Others: Business Analyst, Data Analyst, ITSM, ITIL

## SIGNIFICANT ACHIEVEMENT

- Got appreciation for scoring highest in company trainings.

## CAREER BRIEF

**CareerNet Consulting** – Consultant-L2

**Oct 2017 – Till Date**

**CareerNet Consulting** – Associate Consultant-L1

**Jan 2016-Sep 2017**

### Responsibilities-

- Demonstrated strong track record in recruiting talent through various sources, which included internet (Job Portals), referrals, LinkedIn and internal recruitment site.
- Skilled in Phone Screening (Evaluating Communication and Technical Skills Rating).
- Coordinating with clients, Responsible for Client Operation & requirement gathering.
- Has good command over the job portal like Naukri
- Responsible for attending client call and understanding requirement for the better fitment of candidates for position we hire for.
- Able to handle the escalations independently.
- Scheduling the interviews as per client requirements and follow up with candidates.
- Coordinating clients and the candidates, by understanding the requirements of clients and candidate to make a match between the client requirements and candidates potential.
- Updating details of Candidates for requirements and building enough pipeline to close the position.
- Maintaining and sharing reports on the requirements handled.
- Involved in employee engagement process post offer till candidate is on boarded.
- Maintaining and Building Database of all Candidates with respect to clients.
- Co-ordination with the team members and manager with respect to Feedback and Interview schedules.
- Sending daily, weekly and monthly reports to the Manager.
- Mentoring team members in the absence of team lead.
- Handled coordination in the interview process.

**Cryptograph Technologies**-IT Recruiter

**April 2015-Oct 2015**

Contract and Permanent Staffing

### Work Experience:-

**Clients Handled-IBM, Happiest Minds, Concentrix, HP EMC2, Vodafone**

Skill Set- Windows Admin, Linux admin, Oracle dba, Sql dba, Sap(Basis. Abap, BI/BW), UI developer, Network Security etc.

### Responsibilities:

- End To End recruitment handling.[Core IT]
- Having experience in recruiting, screening, scheduling interviews, reference checking, negotiating, sending confirmation, and closing candidates for contract and permanent positions that can help actualize corporate missions etc.
- Handled all the IT Technologies involving combination of complex skill sets and rare technologies.
- Experience of Internet Recruiting for candidates and industry leads, pre-screening to quality potential candidates/profiles.
- To ensure the delivery of processed resume on time.
- Expertise in using job portal like NAUKRI.
- To check the quality standards set by the client and deliver the same.

## EDUCATIONAL QUALIFICATION

COURSE	PASSING YEAR	INSTITUTE/BOARD	PERCENTAGE
MBA.TECH [ECE & HR]	2014	B.P.S.WomenUniversity,Haryana	67%
SENIOR SECONDARY	2009	Chiranjiv Bharti School, gurgaon [C.B.S.E]	78%
SECONDARY	2007	Chiranjiv Bharti School, gurgaon [C.B.S.E]	70%

## PROJECT UNDERTAKEN

**MBA: MotherSon Sumi System Ltd**

**Project: Employee Satisfaction Survey**

**Duration:** 2 months

**About Project:**

Employee Satisfaction: Employee satisfaction is the terminology used to describe whether employees are happy, contented and fulfilling their desires and needs at work.

I hereby confirm that the information given above is true and correct to best of my knowledge.

**Date: 26-04-2020**

**(Priyanka Deswal)**

**Place: Bangalore**

**D.O.B : 17<sup>th</sup> April , 1992**