**NIDHI MISHRA |** **MISHRANIDHI117@GMAIL.COM** **| 8700154894**

**OBJECTIVE**

To obtain a position that will utilize my 8.10 years of experience in IT Recruitment. Seeking for the rewarding & challenging position as an IT Recruiter that allows me to use my abilities & professionalism.

**PROFILE SNAP-SHOT**

* Having 8.10 years of experience in IT Recruitment.
* B.Tech from Uttar Pradesh Technical University.
* Experience in Telecom domain recruitment also.
* Experience in LinkedIn & X-Ray search.
* Good communication & interpersonal skills.
* Experience in Naukri.com, Monster job portals.
* Experience in arranging, coordinating weekend drives.
* Have received best performer of the month award.
* Hard working & punctual.

**KEY SKILLS**

Recruitment, Technical Recruitment, Head Hunting, IT Recruitment, IT Recruiter, Social Media Hiring, Talent Acquisition, RMG, HR Recruiter, IT Infrastructure Hiring, Bulk Hiring, Weekend Drive Interviews, Sourcing, Screening, E2E Recruitment, SAP SuccessFactors, Workday, Salary Negotiation, Talent Advisor, Mass mailing, LinkedIn, Telecom recruitment, IT, Non-IT.

**ORGANISATION EXPERIENCE**



**Randstad India (Ericsson)**

June 2019 to till date

Randstad India is a division of Dutch-based [Randstad Holding](https://en.wikipedia.org/wiki/Randstad_Holding) NV, a [Dutch](https://en.wikipedia.org/wiki/Netherlands) multinational human resource consulting firm headquartered in [Diemen](https://en.wikipedia.org/wiki/Diemen), the Netherlands.

Randstad specializes in temporary and contract staffing, and the related recruitment and selection are traditionally the firm's core activities. It offers these services through a network of branches in towns and cities Besides regular staffing services for temporary and permanent jobs, as well as temporary and contract staffing of professionals and senior managers, Randstad also offers specialized HR Solutions and supplies dedicated on-site personnel management with its inhouse services.

April 2022 to till now

Designation – TA (Talent Advisor)

**ROLES & RESPONSIBILITIES: -**

Handling end to end full life cycle recruitment.

Using SAP SuccessFactors, also posting jobs on SuccessFactors.

Attend kickstart meeting on Microsoft teams between 9:30 to 10 AM with hiring manager, team lead, team members.

Allocate open positions among team members.

After selection send documentation mail to selected candidates.

Salary negotiation, releasing offer letter.

Follow-up with the candidate until his/her joining.

Currently interacting with testing managers for hiring open positions like Network Tester, Automation Testing, Manual Testing, SIP Testing, EAI (Ericsson Adaptive Inventory) Testing

June 2019 to April 2022

Designation - Specialist – Recruitment

**ROLES & RESPONSIBILITIES:-**

Receive requirement from team lead for our prestigious Telecom client Ericsson.

Daily basis attend hangout call between 9:30 AM to 10:00 AM with hiring manager, team lead.

Understand & discuss JD with team lead, if required I do research from my side about requirement & JD.

Using Naukri.com job portal for sourcing.

Also using LinkedIn & X-Ray search to close niche requirements.

Maintain a database of sourced profiles daily.

Follow-up with sourced candidates regarding interview scheduling.

After selection, send documentation mail to selected candidates.

Follow-up with the candidate until his/her joining.

Currently handling Telecom requirements like Ericsson Charging System, Ericsson Order Management, Ericsson Order Care, Intelligent Network / VAS Engineer, HPSM, HPSA, Opentext StreamServe, Java Provisioning, Ericsson Multi Mediation, Linux, SAN, BMC Remedy, Ericsson Catalog Management, Product Configuration, Oracle / SQL DBA



**Techs To Suit**

March 2016 to June 2019

Designation - IT Recruiter

About Techs to Suit

Techs To Suit provides its clients the most comprehensive and best in class solutions to their recruiting and leadership needs right from ‘Intern to CEO’ across industry bands, hierarchies, and geographies. We believe in partnering only a select number of long-term clients which allows us to truly add value.

At the same time, we provide excellent opportunities for all our candidates to enhance their careers based on an understanding of their needs as far as income, career satisfaction, and career developments go.

Established in 2000, we have a dedicated team of 60 recruiters, and the best of the companies as our clients. Our Recruiters have placed almost 700 candidates in the last 1 year.

We have built our reputation based upon following core values

**RESPONSIBILITIES**

Receive daily work plan from team lead for multiple IT clients like Wipro, IBM, Orange, NIIT, Capgemini, Infosys, Tech Mahindra etc.

Understand & discuss the JD with the team lead.

Using Naukri.com, Monster.com for sourcing the profile.
Screening & calling appropriate candidates as per the JD & submit it to team lead.

After shortlisting from the client, schedule a Telephonic or Skype or In-person interview.

Follow-up with selected candidates till offer releasing & joining.

Prepare daily report, offer follow-up report, monthly pipeline report, expected joining report, offer & joining report.

Using Naukri.com mass mail & Naukri.com job posting.

Posting job advertisements on LinkedIn.

Always source quality profiles as per the criteria like JD, Budget, Location.



**BEST INFOSYSTEMS**

September 2014 to February 2016

Designation-Senior IT Recruiter

About BEST INFOSYSTEMS

BEST INFOSYSTEMS is a company with a vision and focus to provide services at the best value to our clients. We are rapidly emerging as a premier offshore software development and worldwide outsourcing. Best InfoSystems leverage deep domain expertise in the industry, technical expertise in leading Internet technologies and a cost-effective global solutions delivery model.

 Application Services

 Business Consulting

 IT outsourcing

 Engineering & IT infrastructure

**RESPONSIBILITIES**

* End to end recruitment
* Client handling

• Sourcing through various job portals like Naukri.com,Monster.com etc.
• Handling recruitment of different levels starting from junior, middle and seniors etc.
• Effectively using a personal network built up database, Internet (Portals) and employee referrals.
• Initial screening of candidates to judge communications and background.
• Discussing the opportunity with the prospective candidates.
• Checking candidate availability.
• Negotiating the salary according to company standards.
• Scheduling interviews for the shortlisted candidates.
• Tracking the progress from client & candidate's end.
• Follow-up the short-listed candidates till they join the company.
• Maintaining a cordial relationship with the candidate even after the candidate joins the client place.

**ACADEMICS**

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| --- | --- | --- | --- |
| **Examination** | **Discipline** | **Institution** | **Percentage** |
| B.Tech | Computer Science | UPTU | 1st division |
| HSC | PCM | UP Board | 2nd division |
| SSC | All Subject | UP Board | 2nd division |

**EXTRA CURRICULAR ACTIVITIES**

* First rank in inter college quiz competition.
* First rank in essay writing competition.
* First rank in singing competition in school.
* First rank in inter school dancing competition.
* Participated in The Bharat Scouts and Guides.
* Visited Infosys Chandigarh campus & participated in singing competition & won prize also.
* Have done Dot Net certification from Aptech Ghaziabad.

**PERSONAL INFORMATION**

DOB 1 July 1990

Gender Female

Nationality Indian

Email mishranidhi117@gmail.com

Cell 8700154894

Hobbies Listening Music, Singing

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.