**Neha Shahi**

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**Looking for a good opportunity where I can use my expertise for career growth.**

**PROFESSIONAL SYNOPSIS**

* Total experience of 6.3 yrs in IT & Non IT recruitment.
* Handled End to End Recruitment cycle.
* Sourcing prospective candidates from internal and external sources through head hunting based on company recruitment policy. (viz. keywords and Boolean search/ job posting in Job portals like Naukri, Monster, LinkedIn, FB, references, internal databases, networks etc.)
* Always focus on candidate's underlying factor involved in leaving their current job role and company. So as to find a perfect match with client and candidate’s requirement.
* Conducted initial screening, probing on candidate's academic and technical knowledge through telephonic interview.
* Worked closely with Hiring Managers to understand open requirements, discussed strategies to be followed, work on turnaround time (TAT) and deadlines for sourcing, hiring and on boarding of selected candidates.
* Coordinate interviews with hiring managers and subject matter experts (Internal/Client) by sending calendar invites and confirming interview with candidates through emails & calls.
* Followed-up with candidates prior and post completion of their technical interviews to keep their interest level high to match up with present and future roles with the employer/client.
* Collected references from selected candidates to build a pipeline of pooled candidates to meet future client man power requirement.
* Streamlined recruitment process to reduce interview dropouts and increase offer closure within limited time and handled high pressure with ease.
* Communicated effectively & convinced the candidates to accept the offer & join at the earliest.
* Focused on requirements at middle & senior levels of diverse organizations for identifying and acquiring talent that is senior, critical and niche.
* Handled a Team of 5-7 recruiters and achieved team targets with individual targets as per SLA.
* Experienced with Bulk hiring, Leadership and lateral hiring. Also handled as Bench sales recruitment.

**WORK EXPERIENCE**

**Working as a freelancer since April 2020 till date due to Covid issues and now looking for a regular work to resume my career.**

* I am handling various IT & Non IT requirements across the globe and handling End to End recruitment.
* Taking care of different metrics of recruitment based on current situation and handling the profile screening till salary negotiation with the candidate.
* Preparing different types of questionnaire for the candidates online which can make the selection process easy and fast.
* Sourcing profiles for different types of skills for various domains such as Pharma, IT products, services, ecommerce and BFSI.
* Maintaining a job campaign for candidates who got affected due to Covid and needs guidance for career growth.

**Worked with Objectwin since November 2019 till March 2020 (Due to Covid project got impacted and due to lockdown had to go to my native)**

* I have handled End to End Recruitment process
* I was training new joiners regarding the recruitment tools and techniques.
* Developed a pipeline of potential candidates for different roles and clients.
* Handled IT contractual requirements for some service clients.
* Handled a team of two and mentored them
* Worked with different contract teams for their specific clients and closed the positions.

**Collabera Technologies** (Dec 2017 to July 2019)

**Designation:** **HR Specialist**

**Roles and Responsibilities:**

* Handled end to end recruitment life cycle.
* Executed internal and external searches and posted advertisements for open positions.
* Achieved individual as well as team targets on a weekly/monthly/Quarterly basis as per client SLAs.
* Coordinated with line managers for productive recruitment strategies, planning and implementation.
* Developed a pipeline of prospective candidates to meet future resource needs.
* Handled Sourcing efficiently by effective use of internal and external sources.
* **Client Management**
  + Choose the right vendors to streamline end to end recruitment cycle by providing feedback and Conduct meetings on a periodic basis.
  + Share the requirements with vendors according to their expertise level to set database of prospective candidates.
* **Team Handling**
* Managing a team of 5 recruiters cum coordinators about the requirement & strategies to be followed.
* Maintain & motivate Team spirit to work on organization goal with a proper work life balance.

**ABC Consultants**

**Jan 2017 to Oct 2017**

**Designation: Consultant**

**Roles and Responsibilities:**

* Analyzed the job description & sourcing the profiles through various job portals like Monster, Naukri, TJ etc. and compiling resume from internal database of the company.
* Posted job on the portals, Mass mailing, and initial screening of candidates.
* Completed joining formalities, preparation of induction plan for new joiners.
* Coordinated timely allocation of ID cards, Email IDs, visiting Cards, Bank a/c for new joinees.
* Conducted exit Interviews for the client sites and maintain data for auditing purposes.
* Maintained the leave balance, attendance records.
* Conducted employee engagement activities every month as per approved calendar.
* Conducted refresher sessions with new employees presenting the company mission, vision, work culture, work ethics and policies.

**Arnold Consultants**

**Dec 2015 to Sep 2016**

**Designation: Senior HR-Talent Acquisition-RPO Model for Chimera Technologies**

**Roles and Responsibilities:**

* End to end Recruitment, Managing Recruitment life cycle activities.
* Understand client-hiring requirements thoroughly, work on desired profiles.
* Preparation of JD, in case not provided by client.
* Sourced relevant CV from internal database, job posting in various job Portals (Naukri, Indeed etc).
* Screen & shortlist the candidates through telephonic interview for Technical & Non-Technical positions.
* Streamlined interview for shortlisted candidates with hiring partners.
* Looked after the Pre and Post joining formalities.
* Maintained the employee database according to the fitment of experience, Roles & Responsibility, Qualification.
* Generated annual reports on hiring and furnished it to higher management for review.
* Handled key Clients of the company for better Business opportunity.
* Identifying & networking with prospective clients, Retaining existing client.
* Worked for Chimera Technologies on RPO Model and closed leadership positions.
* the project of ‘statue of Unity’

**IBM GPS Pvt Ltd**

**Jan 2009-Sep 2014**

**Designation: Sr. consultant (Band 5)**

* Handled complete business process outsourcing business for UK(LTSB) Bank.
* Played a role of Finance advisor in collection process and helped the customer with various plans and mode of payments.
* Organized R&R programs on quarterly basis for the process.
* Handled all the Friday fun activities on the floor post manager’s approval
* Supply chain Management (Order Booking &Order Modification for UK Region Major Clients)
* Creating Purchase orders in Oracle11i & Responsible for Freight Payments of the vendors.
* Creating Quotes and resolving the errors on Chats
* End to End SCM (Order Booking, Order Modification, Expedites, Logistics)
* Through Internal Job Posting got selected for Cisco process as a mentor and trainer .Also took part in hiring of freshers and mid level professionals for the new process.
* Worked as a backup for the Manager.
* Worked with the Talent Acquisition team for the Cisco process hiring, handled End to End recruitment for the pilot process for Cisco (IBM). Hired fresher’s and mid-level experienced candidates for the Order management, Service and quoting, Order booking, Expedite and Oracle**.**
* Convey the Policies and rules to the employees.
* Maintain the records of employees.
* Was controlling the attrition and guiding the employees through the career path.
* Track the daily attendance of the employees
* Dealing with employee complaints and grievances
* Organizing inductions and training for new employees

**CORE COMPETENCIES**

**Soft Skills**

* Excellent communication & interpersonal skills.
* Excellent presentation skills.
* Good people managing skills.

**Behavioral Competency**

* Self-motivated with go getter & better attitude.
* Adapts to changes quickly.
* Ability to grasp and understand new assignment with ease.
* Seeks out new responsibilities.
* Believes and practices self-development.
* Commitment to quality & result.
* Responsible, Sincere & hardworking.

**Technical Skill**.

* Efficient sourcing Knowledge on job portals & social networking sites.

**ACADEMIC CREDENTIALS**

* Completed **B.Sc. (Biotech)** from Bangalore University.
* Completed **12th (PCB)** from Cambridge School under CBSE.
* Completed **10th** from BVP School under CBSE.

**PERSONAL Details:**

Gender : Female

Languages Known : English, Hindi, and Kannada.