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|  |  | Prabhjeet Kaur  Corporate Recruiter |
| PROFILE *O*ver three years of experience in the field of Human Resources. Working as Corporate Recruiter into Global Talent Acquisition Team with expertise in end-to-end Recruitment, Head-hunting, Vendor management, Stakeholder management an effective individual who enables her recruitment knowledge to deliver successfully to meet goals.  Engaged in preparing the JDs based on the information received from the clients and post the same in multiple Job portals. End to and recruitment activity using iCIMS as Applicant tracking system.  Experienced in Boolean/X-Ray search and sourcing talents through Job boards (Naukri, Indeed, etc.), Social Media (Facebook, LinkedIn), community channels and referral schemes.  Completing engagement calls with Hiring Team to understand the requirements. Taking care of 1st round of screening with candidates to reduce the TAT.  Schedule interviews for the shortlisted candidates via Zoom meeting, Blue Jeans, Google Hangouts, Microsoft Teams.  Initiating BGC for selected candidates through Sterling/Hire rights.  Releasing offers through Docu-sign and taking care of Facebook provisioning and onboarding formalities.  Sourced and hired for IT, ITES and Non-IT skills- QA, .NET Developer, AV/VC Techs, IT Logistics, Data Center, Business-Operations, Supply chain & Inventory management teams  Have hired in multiple countries- India, Singapore, Australia, Japan, Taiwan, Thailand, Malaysia, Sweden, Ireland and Denmark Contact PHONE:  9959898526  EMAIL:  [Pkj3667@gmail.com](mailto:Pkj3667@gmail.com)  LinkedIn URL:  [linkedin.com/in/prabhjeet-kaur-94a381158](https://www.linkedin.com/in/prabhjeet-kaur-94a381158) PERSONAL DETAILS ***Marital Status****: Single*  ***D.O.B****: 04-March-1993* Languages known English, Punjabi, Hindi, Telugu  **Certifications**   * Introduction to Hiring and Recruiting Strategies * Recruiting TA and Hiring * Successful Negotiator: Master Negotiating skills * SDLC Overview * Productivity and Time Management |  | EDUCATIONMasters of Business Administration [ 2016 ] *St. Paul’s College of IT and Management*  Completed MBA, major: HR, Minor: Finance   * Volunteered for HR event conducted by St. Paul’s college of IT and management * Participated in Promotional and Sponsorship activities of college events. * Worked on a project “Selection and Recruitment”  Bachelor’s Degree in Computer Science [2014] *Ideal Degree College* Intermediate [2011] *MPC, Narayana Junior College* WORK EXPERIENCEMilestone Technologies*Corporate Recruiter**June 2019 till Present*Was placed to work at onsite of Facebook India Office via Milestone as a Corporate Recruiter.Responsible for end to end recruitment process.Diversified recruiter with experience recruiting in APAC & EMEA regions.Understanding the requirements to ensure that we meet the client’s expectations.Experience in Boolean search and hiring through Job boards (Naukri, Indeed, etc.), Social Media (Facebook, LinkedIn), community channels and referral schemes to attract TalentsResponsible for sourcing and assessing candidates for 1st level technical screening to reduce to TAT.Strong experience into 360-degree coordination - Interview scheduling, Initiating Background check, releasing offer & appointment letter, Facebook provisioning and onboarding process.Strong experience using Applicant tracking system (ATS)- iCIMS for entire recruitment cycleInnovator and enabler with respect to recruitment tools and techniques  * Focused Brand building and improving candidate experience, Interviewers and stake holder management on regular basis * Reducing TAT on every steps of recruitment process to meet the timeline. * Achieving recruiting targets for self as well team goal on every quarter and growing as a crucial team player in my team. * Received many appreciations from TA Managers, Directors and Facebook Partners for Global Screening Project- Sweden, Taiwan, Thailand, Malaysia and India location. * A true passion for making customers successful.  Deloitte Support Services India Pvt. Ltd. ***HR Associate***  *February 2017 till present*   * Meeting Hiring deadlines and arranging interview calls for the suitable candidates selected from the internal job portal, referrals and other Job portals. * Coordinating with the candidates over phone till they are hired and handed over to the business leads. * Reporting back to give the information about the selected candidates to my leadership along with possible joining dates. Send the emails to the selected candidates to accept the offer letters and once received, circle them back to both my leadership and business leads. * Managing and updating HR database for US contractors * Independently managing request for life cycle events of contractors across all the functions within Deloitte US offices. * Worked for Interview management, scheduling the interviews for US contractors. * Managing requisitions of tasks on Onboarding, Separations, Extensions and creating Ariba Requisitions for contractor. * Onboarding contractors in SAP HCM and partnering with the US team for the same. * Worked on SAP HR tool for contractor record maintenance and handed contractor employment lifecycle queries and escalations. * Thoroughly involved in process documentation, facilitating process improvements and enhancements * Handling contractor related queries through Contractor Management mailbox and maintaining timesheet reports on Ariba. * Responsible for various reporting such as, SAP report, Ariba report, spend report, Tenure end report and monthly Adhoc reports related to Contractor LCE. * Handling Contractor Management mailbox for the entire team. * Periodically preparing Productivity metrics for the US internal clients at the end of each period. * Proficient with MS Office, specifically MS Excel (i.e. pivot tables, charting, VLOOKUP, intermediate formulas) and MS PowerPoint, some MS Office experience. * Maintain a critical eye for the tools and resources necessary for smooth running of the business. * Presently working on project called DRS [ Document Review System ] , managing the MTS [ Manual Time Sheets ] of US contractors and making sure they are paid on time * Worked on DO clean reports and SAP Expiration report and SDFC.  SITEL India Pvt. Ltd. **Associate**  Dec 2016 – Dec 2017   * Primary responsibilities include handling front line calls from customers of UK for Air Ticketing related queries. * Dispute resolution with any billing related * Been a mentor for the new hires who joined the process as i was extremely comfortable with the process queries. * Been a top performer and received multiple best performer awards. * Participated in all team building activities * SPOC for fun activities to help front line analysts build their confidence and also ease their stress due to work.  **SKILLS**  * Resume search on various Job portals * Referrals, Sourcing, Screening, Interviewing, Salary Negotiation, Benefit selling and Boolean Master. * Time Management * Proficient in MS-Office applications [ Word, Excel, PowerPoint] * Good Knowledge of SharePoint usage * SAP HCM * Good Knowledge on usage of Ariba. * Good Communication  Achievements  * Received Global appreciation award from GSS Team- for closing 9 candidates in one day for Taiwan at Milestone. * Received Spot award for my performance in interview management * received best star performer awards when in SITEL * Volunteer for HR event conducted by St. Paul’s college of IT and management * Participated in Promotional and Sponsorship activities of college events. |