**Upasana Tripathy**

**upasanatripathy11@gmail.com**

**8469250747**

**Skills:**

* Communication
* IT Recruitment
* PreScreening
* Technical Recruiting
* Microsoft Word
* Core Java
* Application Tracking Systems
* Vendor Management
* Temporary Placement
* Interviewing
* Negotiation
* Boolean Search
* Employee Referral
* Cold Calling
* Sourcing
* Management
* Public Speaking
* Permanent Placement
* Relationship building
* Staffing Services
* Ability to understand Delegated Objectives
* Being Dilligent with time management
* Ability to run meetings with Account Managers

**Job Boards:**

* LinkedIn RPS
* JobDiva
* Monster
* Career Builder

**Education/Training:**

* Secondary Education, Mount Carmel Convent, 78.95, **2011**
* Higher Secondary , MGM School, 64%, **2013**
* B.Tech in Computer Science and Engineering, ITER, 8.5G.P.A, **2018**

**Professional Experience:**

**Intelliswift Softwares Jan 2020 – Present**

**Technical Recruiter**

* Involved in End to End recruitment Process in various domains and technology.
* Workd on Manufacturing , Healthcare , Medical Device Manufacturing and IT domain.
* Decent experience of handling data of candidates on technology related to Interviews, final status.
* Understanding the requirement with respect to technical and general aspects.
* Sourcing and screening the right candidate through various sources like Job Portals, References and Job Postings.
* Ability to work on multiple positions /skills woith diverse criteria.
* Worked on ATS tools like JobDiva, Linkedin.
* Act as a Liasion between the candidate and the client during the whole recruitment process.
* Worked with Clients like VMWare Inc, GAP Inc, Roche, Dropbox, Amazon, Tesla, FRB , Oracle, SCIF.

**Collabera Inc, Jan 2018 – Dec 2019**

**Technical Recruiter**

**Responsibilities:**

* Recruited for fortune clients like FlexNGate, WholeFoods, McLane, DTE Energy, Google, PNG, John Deere, Caterpillar, Magna, ExxonMobil for positions located all across USA.
* Worked on minimum 3 requirements on daily basis.
* Use ATS, LinkedIn, Monster, Carrier Builder and Dice to recruit and place the candidate.
* Used VMS portals for candidate submission.
* Used LinkedIn XRAY search.
* Positions recruited for: IT, Non IT, Engineering.
* Responsible for the full recruiting cycle including sourcing, interviewing, presenting and closing.
* Matches and evaluates candidate’s skills to client and candidates needs through screening and interviewing.
* Responsible for end to end recruitment of Professionals which includes sourcing qualified resumes, screening candidates on various aspects of communication skills, technical skills and commitment level, pay rate negotiations, formatting resume , scheduling interview, arranging interview prep, gathering post interview feedback, extending offer and initiation of the background check.
* Negotiates salary, terms and conditions of employment with candidates.
* Plan and execute sourcing strategies on the individual level to fill the position as fast as possible.
* Maintain regular contact with active clients, candidates and referral sources to indentify current staffing needs and requirements, projected openings, and potential new business opportunities.
* Creating Hotlist, pipelining candidates, updating the personal database and enriching my network for upcoming roles.
* Created Job posting templates and posted jobs in various job boards.
* Work closely with Sales and Account Managers to fetch post interview feedback.
* Excellent goal oriented team player.

**Volunteer Experience**

* JAAGO, Event Planner
* ITER, Show Host, Arts and Culture