

Shivangee Prasad

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Apercu

- A dynamic professional with hands on experience on **Recruitment, Onboarding & Business Partnering**
- An **effective communicator with excellent relationship building & interpersonal skills, people-oriented attitude & flexible** in approach.
- **Collaborative & a skilled influencer**, able to quickly analyse information to make scientific & robust decisions leading to organization's growth & success.

Education

2015-17	Master's in Business Administration (MBA-HR) Birla Institute of Management Technology (BIMTECH), Noida
2012-15	Bachelors of Business Administration (B.B.A) Birla Institute of Technology, Mesra Ranchi
2010-12	12th Grade (C.B.S.E) Delhi Public School, Ranchi
1999-10	10th Grade (C.B.S.E.) Delhi Public School, Ranchi

Professional Experience

ZYCUS INFOTECH PVT Ltd, Mumbai

July 2018- present

Role- Senior Talent Acquisition Executive:

- Partnering with business in identifying their requirements/ closing replacement positions
- Identifying recruitment vendor partners and self-sourcing for all technical profile's positions pan India (**Machine Learning, Java Developers, PHP developers, Angular Developers, Testing, Sustenance Manager, UI developer**)
- Facilitating interviews and candidate assessment processes in conjunction with Business Managers
- Seek out professionals with the right combination of experience, education and skills to fill a position.
- Partnering in selection process of lateral hires for Corporate Business by carrying out HR interviews
- Extending On-boarding & Induction support for new joiners
- Facilitates pre-joining candidate engagement for prospective hires as per process guidelines
- Build the company's professional network by building & maintaining relationships with colleges, universities & business partners.

Campus Recruitment:

- Execute the campus recruitment plan right from manpower planning till execution and responsible for the various COE intervention touch points of the process.
- Initiated, designed and implemented campus engagement programs through case study challenge for B-Schools to attract diverse talent.

- Design of structured induction program involving product and process training, Branch visit etc...
- Responsible for Onboarding and induction of the new joiners

Professional Achievements:

- Awarded **Best Recruiter of the Month** (November 2019)
- Awarded **Overall Achievement** for achieving highest number of offers and joiners in the fiscal year of 2019-2020 .
- Ranked among the **top 0.5% recruiters** on iimjobs.com (July 2018- Dec 2018)
- Nominated for **Young achiever** (ZYCUS Annual awards-2019)

JARO Education, Mumbai

April 2017- July 2018

Role- Talent Acquisition Executive (Recruitment)

- Supervised a team of 5 recruiters who source candidates across Pan India
- Source the right candidate after understanding the job description and business requirements.
- Attract and acquire the right Talent by leveraging the right channel mix (Portals, social media, off to on, internal opportunity, employee referrals etc.)
- Managed end-to-end recruitment for 75+ positions (entry-level to people leaders)
- Maintained an average turnaround time of 15 days
- Coordinating with business head and candidates for PAN India basis interview scheduling

Internship

Metaflex door 's India Pvt. Ltd

April 2016- June 2016

Role- Summer Intern

HR Learning & Development: Competency Mapping and Skill Matrix

- Prepared skill book (dictionary) which contains various tools and required skill which is needed by the employees who works in shop floor in various assembly lines and deals with big machines
- Developed a list of skill gaps (areas for development) present in employee who worked in various assembly lines
- Designed templates, Survey questionnaires to gather required information for identifying competencies

Courses and Certifications

- Certification on People Analytics by University of Pennsylvania in Coursera

Tools

- **Workable**

Extra-Curricular

- Trekking, Travelling, Painting and sports

Personal Information

Date of Birth- 1st Nov 1993

Nationality- Indian

Current Address- B104, Poonam Jewel, Poonam Nagar, Jogeshwari East-400093