



# RESHMA JANARDHAN

Senior Talent Acquisition Specialist

## PROFILE

- Overall 6+ years of experience in IT recruitment.
- Expertise in E2E Recruitments for Contract, Contract to Hire & Permanent positions.
- Excellent proficiency in recruiting techniques such as job boards such as Naukri and Monster, Internal database and social Networking.
- Extensive experience in sourcing, Evaluating, interviewing, reference check, salary negotiations.
- Strong communication skill and excellent team handling experience

## CONTACT

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## SKILLS:

E2E Recruitment  
Leading Team  
Candidate Pipeline Management

## EDUCATION:

M.Tech - 2013

## WORK EXPERIENCE

### **CONFIDENTIAL.... [Senior Talent Acquisition Specialist]** **Sep 21-Jan 22**

- Evaluated resumes, interviewed and presented qualified candidates to hiring managers and solicited feedback to refine recruiting strategy.
- Built talent pipelines of applicants to support efficient and effective hiring.
- Leveraged employee referrals, direct sourcing, Internet applications and recruitment agencies to source candidates for positions.
- Analyzed recruiting metrics to share reports and recommendations with stakeholders.
- Negotiated on contracts and managed budget for recruiting expenses.
- Reviewed employment applications and background check reports to facilitate hiring process.

### **INFOSPOKE TECHNOLOGIES [Senior IT Recruiter]** **Oct 18-Aug 21**

- Proven experience in End to End Recruitment activities for IT which includes different recruitment models viz Walk-Ins, Employee Referral, Job Portals, Social Networking sites.
- Experience in pre-screening resumes and conduct interviews using various reliable recruiting and selection tools/methods to filter candidates.
- Regular interaction with the business head, delivery head & other stakeholders to update on various open positions.
- Technical expertise with an ability to understand and explain job requirements for IT roles.
- Position Recruited: position within the entire IT field including Software Designer, Developers, Testers, Administrators, Project Managers & Director.
- Negotiating the commercial rates based on the client hiring demand: contract, contract to hire and fulltime positions.
- Scheduling the interviews, updating the feedback, offer processing, constant follow-up with offered candidate and on-boarding

### **PLANMAN HR [Technical Recruiter]** **Mar 17-Jun 18**

- Interact with Hiring Manager to fetch the complete details of the requirements.
- Sourcing through Internal Database, Job portals, and Job postings, Head hunting, Networking.
- Maintaining a relevant database for future recruitment's.
- Screening and short-listing applicant's as per the client hiring needs.

- Conducting preliminary interviews with candidates to ascertain their competencies, technical skills and aspirations for the job opening (position, salary, relocation aspects etc).
- Scheduling technical / final interviews either with the technical Panel or with the management group and follow up on the feedback.
- Follow-up on the offered candidates and confirm their joining

#### **HIGHPOINTS TECHNOLOGIES [IT Recruiter]**

**Aug15-Mar 17**

- Sourcing through existing database, Job portals & Networking.
- Screening and selecting candidates as per the client requirements.
- Scheduling interviews, follow up offer process and on boarding.
- Constant follow up on profiles shared to client to fetch feedback.
- Maintaining database on various skill sets.
- Follow-up with the selected candidates.
- Handling the entire front-end recruitment processed