

PARIDHI SOGANI

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SUMMARY

- **Over 3.4 years of strong experience with over 2.6+ years of experience into technical/IT recruitment for Domestic Hiring.**
- Responsible for the recruitment of qualified technical professionals for the IT department.
- Experienced in full cycle of staffing services, such as finding candidates through different sourcing techniques.
- Expertise in screening resume, interviews, salary negotiation and working closely with account manager.
- Created internet job posting providing job description, company mission and culture.
- Coordinate with the hiring manager through email, phone to get the feedback on the past submittals and interviews.
- Experience in End-to-End recruitment initiatives including intake sessions, job postings, candidate sourcing, resume screening, cold calling, phone interviews, scheduling, coordination, candidate communication, offer negotiation and Talent Acquisition.
- Have hired candidates on Permanent / Contract role.
- Have hired candidates on various roles for IT like **Big Data Developer, Java Full Stack Developers, MERN & MEAN Full Stack Developers, Quality Analyst, Angular/React JS developers, Python Developers, Android Developers, AWS Cloud Support Engineers, AWS Cloud Architect, GCP Cloud Architect, DataStage Developer, Technical Delivery Manager, DevOps engineer, .Net Developers, IOS Developer.**
- Proficient in End to end recruitment - (From the sourcing point until offer release)
- Individually handling various HR activities.
- Front face for employee grievances.

KEY SKILLS

- **End to end recruitment:** Sourcing, Staffing, scoping, and on boarding candidates.
- **Screening:** Short listing candidates sourced through portal (Naukri.com, LinkedIn, Indeed) and validating them on their experience and interest on the role.
- **Lateral Hiring:** Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job description.
- **Staffing:** Preparing Requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Short listing the profiles sourced and sending it to the respective hiring managers.
- **Hiring inputs:** Meeting hiring managers to understand niche skill profiles.
- **HR Round:** Conducting HR round for the selected candidates and negotiating salaries on company standards. Promptly informing the rejected candidates about the reason for the rejections.
- **MIS:** Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly and daily reports.
- **Client Management:** Coordinated with various Clients for general screening of the candidate's profile short-listing them for the interviews, worked on portals.

ORGANISATIONAL EXPERIENCES

Company: Ziolute Solution, Indore

April 2021 to Present

Designation: Associate – Technical recruiter

Role & Responsibilities:

Recruitment & Selection:

- ✓ Handling end to end recruitment lifecycle.

- ✓ Closely collaborated and coordinated with Clients in finding their manpower needs and understanding the requirements with Job Description and Competencies required.
- ✓ The designed HR selection process for Process which covers three areas of qualification: Technical and Fundamental Competencies, and Behavioural Leadership.
- ✓ Sourcing, screening profiles according to the job specifications from the job portals (social networking sites) and providing shortlist of qualified candidates for various technical roles.
- ✓ Source potential candidates on niche platforms like Naukri.com, LinkedIn, Indeed.
- ✓ Posting Job requirements on leading job portals and screening responses.
- ✓ Recruiting and hiring candidates on permanent for all IT positions.
- ✓ Salary Negotiations.
- ✓ Preparing/Maintaining spreadsheets of the candidates based on their experience and skills for easy data mining.
- ✓ Perform pre-screening calls to analyze applicants' abilities.
- ✓ Coordinate interviews with technical team.
- ✓ Short listing the profiles with the maximum accuracy and filling the requirements.
- ✓ Scheduling the interview for the shortlisted candidates. Updating and maintaining the records in the internal database on an ongoing basis.
- ✓ Follow up with offered candidate till the date of joining and keep the candidate engaged.
- ✓ Coordinating for feedback with interview panel and maintaining the qualitative process to ensure the best of the candidates is placed.
- ✓ Articulating and negotiating job offers with candidates including the salary, benefits, bonuses, etc.

Client: Impetus Technologies (Worked as RPO)

- ✓ Working on End to End Recruitment cycle for Permanent positions rose.
- ✓ Primarily recruiting for Cloud, Big Data, Dot Net and Devops.
- ✓ To enable candidate experience & engagement by Social Media Channels, Continuous Communication and customized hiring events.
- ✓ Building strong connect & relationship with Project managers and Internal Staffing Team.
- ✓ Constantly working on various hiring parameters, to enhance and enable recruiters' capabilities, for delivering finest results within the available resources.
- ✓ Conducting Drives for Niche skills.
- ✓ Passionate about new Hiring Trends: Successfactor.

Company: Nuance InfoTech, Indore
Designation: HR Executive cum Recruiter

Nov.-2019 to March-2020

Role & Responsibilities:

- ✓ Ensuring Candidates have the right to work at the organization.
- ✓ Handle employee relations, payroll and benefits.
- ✓ Recruiting, Screening, Interviewing and Placing Candidates.
- ✓ Looking after health, safety and welfare of all employees.
- ✓ Monitoring staff performance and attendance.
- ✓ Negotiating salaries, contract, working conditions or redundancy packages with staff and representatives.
- ✓ Organizing weekly activities.

Company: Pinnacle Market Investment Advisory Pvt. Ltd., Indore
Designation: Quality Analyst

March-2019 to October-2019

Role & Responsibilities:

- ✓ Analyze and solve performance problems and outages on production systems.
- ✓ Develop, manage and communicate activities.
- ✓ Prepare test plans, cases and reports.
- ✓ Implement and monitor test scripts to access functionality, reliability, performance and quality.
- ✓ Monitoring inbound and outbound calls.
- ✓ Write Summary of monitored calls.
- ✓ Identifying and addressing potential customer interaction issues.

Education History:

- Master of Business Administration | HR and Finance| AIMR, Indore | 2019
- Bachelor of Business Administration | Finance| SBN PG College, Barwani | 2017
- HSC | 76.77% | Harsukh Digamber Jain Higher Secondary School, Barwani | 2014
- SSC | 80% | Rajkumar Khandelwal Memorial Higher Secondary School, Barwani | 2012