

Radhika Navin Shival

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LinkedIn Profile: [Click On](#)

Summary:

- Overall 5+ years of experience 3+ years into Recruitment and HR coordination
- Extensive experience as a Recruitment Professional, performing Full Life Cycle Recruiting in Sourcing, screening, interviewing, evaluating candidates, negotiate and close candidates for requisitions nationwide.
- Developed recruiting strategies to identify qualified professionals through various job boards, professional network and recruiting tools for contract, contract-to-hire, Bulk Hiring and permanent placement opportunities. Submitting candidate's profile to different requirements matching the candidate's profile.
- Expertise in conducting onboarding/joining formalities, Induction program, orientations, employee engagement activities, Employee Exit Formalities coordinating training programs and conducting training surveys.
- Proficient in using Job Portal's (Monster, Naukri) and LinkedIn to source passive candidates.
- Co-ordinating the Paperwork once the candidate gets an offer from the client.
- Resume reviewing followed by doing second level closures of candidates to make sure smooth delivery after receiving confirm job offer.

Technology Hired for:

- Technologies: Java, J2ee, Struts, Servlets, JSP, Spring, Hibernate, JSF, Web services.
- Microsoft Technologies: ASP.NET, VB.Net, C#, SQL Server, WCF, WPF
- Mobile Applications Developer: iOS, Objective C, IOS.
- Ajax, jQuery, JavaScript, My SQL, CSS, HTML
- Testing: Manual Testing, Automation testing, QTP, UFT, Selenium, Functional Testing.
- Operating Systems: Windows, Unix, Solaris, Linux., System Integration
- Oracle - PL/SQL, SQL Server, DBMS UI Designer, Content Writer.

Professional Experience:

Thakral One Solution Pvt Ltd- Pune

Nov 2020 - Present

IT Recruiter

- Performing Full Life Cycle IT Recruiting in Sourcing, screening, interviewing, evaluating candidates, negotiate and closing candidates for requisitions.
- Majorly Worked on IT (Technical) roles.
- Worked with financial, healthcare, pharmacy benefits management (PBM).
- Worked with the clients like
- Proficient in using Job Portal's (Naukri) and LinkedIn to source passive candidates.
- Following up with Account Managers, VMO Coordinators, and Inside Sales on regular basis to make sure that quality candidates get shortlisted within minimum time frame to get interviews at the earliest.
- Co-ordinating the Paperwork once the candidate gets an offer from the client.

Clients: JP Morgan, Morgan Stanley, Standard Chartered Bank, Sapient, NTT Data, Saksoft, Hexaware, NSE IT

Primus Global Technology, Pune

**Feb 2019 – April 2020
Aug-2020 – Oct-2020 (Onshore)**

Talent Acquisition

- Expertise in building long-term relationships with candidates, reviewing and understanding technical job requirement requirements, review applicants to verify if position requirements are met, formatting resumes to meet client expectations, researching new technologies, creating detailed job descriptions and following up with candidates.
- Worked majorly on Non-IT (non-technical) requirements
- Successful in identifying and closing candidates for requisitions.
- Developed recruiting strategies to identify qualified professionals through various job boards, professional network and recruiting tools for contract, contract-to-hire, and permanent placement opportunities. Submitting candidate's profile to different requirements matching the candidate's profile.
- Develop continuous pipeline of candidates to provide backup.
- Responsible for responding to candidate resumes received through Internet sites and corporate site to established strong working relationship with candidates for current and future company opportunities.
- Proficient in using Job Portal's (Naukri) and LinkedIn to source passive candidates.
- Co-ordinating the Paperwork once the candidate gets an offer from the client.
- Worked for onshore IT recruitment hiring for Belgium and Germany.
- To teach new team members about the recruiting life cycle.

Clients: Proximus, BNP, AG Insurance, Tata Consultancy services, 24/7 BPO, Cognizant.

JB Consultants, Pune

Mar 2018 to Feb 2019

HR Recruiter

- Handling completely end to end recruitment activities.
- Overseeing the entire process of selection and maintain the trackers of responses.
- Consolidate the data of shortlisted profiles, keeping the data for future references
- Design and update job descriptions on internal portal.
- Advertise job openings on company's careers page, social media, and job boards.
- Screening and shortlisting candidates for employers to interview.
- Building relationships with employers and job seekers.
- Direct Co-ordination with client.
- Screening of resumes from the job portal & social media (Naukri, Monster, LinkedIn) as well as the database acquired & referrals as per the requirements of the company standards.
- Sourcing the right candidate for right jobs.

Clients: Go MO Group , Pizzeria, TCS, Wipro vTest.

Intelli-Career, Pune

Dec 2017 to Feb 2018

HR Recruiter

- Screening of resumes from the job portal & social media (Shine & LinkedIn) as well as the database acquired & referrals as per the requirements of the company standards.
- Maintaining reporting data from screening round to placement round.
- Taking proper follow-up from candidates & giving guidance to them.
- Partner with hiring teams to build effective sourcing for IT & Non IT companies.
- Explaining exact profile to them to confident enough & satisfy the requirements of client or stakeholders.
- Follow up with the candidates till they complete all rounds of interview.
- Negotiate and finalize the salary for the selected candidates.
- Meet the numbers as per the target set by the reporting manager.
- Identifying and networking with potential employee sources including maintenance of Database

Clients: Agis, Tech Mahindra.

Hanuman Enterprises (India) Pvt. Ltd., Hyderabad**Analyst****Feb 2014 to May 2017**

- Preparing Sales Quotations.
- Solving queries/Complaints of Customers by regular follow ups.
- Providing information of Material Received at Transport with related documents to Warehouse Executives.
- Making promotions of newly arrived products through Mails and by using other social medias.
- Maintaining Visited Architects List on Daily Basis.

EDUCATIONAL QUALIFICATIONS

Course	Year	Name of The Institution	University/Board	Percentage
B.Com	2013	Indra Priyadarshini Degree College	Osmania University	61
Intermediate	2010	MAM Junior College	Board of Intermediate	50
S.S.C.	2007	Govt. Mahubia Girls High School	State board	61

TECHNICAL SKILL

- Basic Knowledge in computer Applications.
- MSOffice.

STRENGTHS

- Eager to learn new things.
- Good teamplayer.
- Adaptable to any kind of environment.
- Strong planning and organizing abilities
- Good interpersonal and communication skills.

HOBBIES AND INTERESTS

- Listening to music.
- Reading Books.

PERSONAL DETAILS

Marital Status: Married

Date of Birth: 09-Jan-1992

Language known: English, Hindi, Telugu and Marwari.

Current Address: 261/1/1, Kalwad Road, Opp Shemrock Genius, Dhanori Jakat Naka, Pune - 411032

DECLARATION

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.

Date: 14-Jun-21

Place: PUNE

Radhika Shival