**Honey Sharma**

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**Summary:**

Senior Technical Recruiter with 4 years of experience in End-to-End recruitment process on various IT skills and verticals in the IT industry. Hands on experience in effective recruitment for middle and senior level with various means and channels.

Worked as event Coordinator for 1 year where my role was to organise events such as dance and fashion competitions, lifestyle exhibitions. Worked with clients such as HCL, Cognizant, Genpact, Hexaware, Tech Mahindra etc.

**Skills:**

* Recruiting Life Cycle Talent Acquisition
* Oorwin Software
* ATS Software
* Time Management Boolean Search
* Diversity & Inclusion
* Screening
* Good at communication
* Offer negotiations

**Work Summary:**

**eTeam, Noida (Remote) June 2022 – 28th Oct’22**

**Senior Technical Recruiter**

**Responsibilities:**

* Manage the entire life cycle of the recruitment process for clients in the US.
* Worked on all the requirements of HCL. HCL was our client.
* Build and maintained company database via the ATS system (JobDiva).
* Work closely with the Recruiting leads, hiring managers and Delivery Managers.
* Procure people for different IT Requirements.
* Familiarity with different US Tax terms (1099/W2/Corp-Corp).
* Extensive Knowledge about different US work Visas.
* Maintaining healthy relationships with the candidates throughout the selection process till joining by taking care of all their queries, scheduling their interviews, and providing them with feedback.
* Use niche platforms related to IT, to source potential candidates including Monster, Dice, LinkedIn, Career Builder, etc.
* Ability to display deep sourcing skills and excellent candidate assessment skills.
* Cold called an average of 50 potential candidates a day.

**NYTP (New York Technology Partners), Indore May 2021 – May 2022**

**Senior Technical Recruiter**

**Responsibilities:**

* Review and Screen applications in accordance with the open job orders
* Build and maintained company database via the ATS system
* Working on technical requirements such as Java Developer, .Net Developer, Cloud Engineer/Architect, Oracle Developer, Salesforce Lead, etc.
* Compile job advertisements and post them onto job boards, career portals, and on personal LinkedIn.
* Uses institution and analytical skills to match candidates with appropriate positions based on qualifications and personality.
* Handles rejects and offers with individual candidates
* Have experience working on Corp to Corp, W2, and FTE roles.
* Using portals such as LinkedIn, Dice, Monster, and Techfetch.
* Working in a team of 15 people.
* Marketed and promoted vacancies on social media platforms and Text and emails.
* Reach out, engage and secure candidates for developer and programmer roles.
* Present job opportunities for passive and active candidates.

**KTEK Resourcing LLC, Indore June 2018– May 2021**

**Technical Recruiter**

**Responsibilities:**

* Deliver recruiting expertise and seamless support to high-profile, diverse industry clients in acquiring top talent
* Lead the full recruitment life-cycle, from sourcing strategies, talent recruitment, and acquisition to interview preparation, and offer negotiation.
* Increase hiring in niche areas through networking and recruitment activities
* Maintaining healthy relationships with the candidates throughout the selection process till joining by taking care of all their queries, scheduling their interviews, and providing them with feedback.
* Sound knowledge on Job portal(Dice/Techfetch/ Monster/Indeed/Careerbuilder)
* Experienced with ATS (Applicant Tracking System).
* Skilled in Linkedin Recruitment and closing resources with niche demands.
* Coordinated with IT team leaders to forecast hiring needs and department goals.
* Used Boolean searches to develop applicant portfolios for expected openings.

**Coins Advertising, Indore 2014-2016**

**Event Coordinator**

**Responsibilities:**

* From finalizing the venue to making all the arrangements.
* Connecting with the participants. Understanding their needs and helping them to have a good experience and sales at the exhibition.
* Planning marketing strategies, arranging press conferences, finalizing venues, arranging setups, beverages, etc.
* Taking care of all the participants of exhibitions from scratch like stall arrangements etc.

**Education :**

* BBA Marketing, Vishisht School of Management & Research **2013 - 2016**

**Declaration:** I hereby declare that the information furnished above is true to the best of my knowledge.

**Honey Sharma**