



Nisha Pathak



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Summary:

Experienced Recruiter with over Two years of experience in Recruitment Industry. Versatile Technical Recruiter with established network of candidates. Sources new candidates using Talent-hire software and networking. Well-versed in developing and strengthening relationships with internal team members, companies and applicants in orders to quickly fill open technical positions with best-fit candidates. Proficient in sorting resumes, determining applicant eligibility and performing skill assessments.

Skills:

- Candidate Sourcing.
- Screening.
- Cold calling.
- Talent Hire software experience.
- Pre-Employment Screening.
- Understanding of IT and Non IT Market.
- Client/ candidate Relations.
- Building Pipelines.
- Recruitment and Retention Strategies.
- Referring Applicants.
- Communication skills.
- Onboarding.
- Offer negotiations.
- Talent management.

Experience:

Recruiter (Recruitment Consultant)

Ohm Systems, Incorporation: Ahmedabad (Offshore: US Operations)

October 2018 – August 2020

- Wrote and posted technical and Non-technical job descriptions.
- Maintained work structure by updating job requirements and job descriptions for all positions.
- On boarded new hires and set up training.
- Used Boolean searches to develop applicant portfolios for expected openings.

- Proactively sourcing, identifying, screening and recruiting high caliber executive talent in the functional areas of, Core Engineering and Information Technology and Non-IT.
- Sourcing candidates from various job boards (Monster, Career Builder, Zip recruiter, LinkedIn X-ray search)
- Used and made effective Boolean search strings to find a relevant candidates as per the job requirement.
- Developed and implemented effective recruiting strategies in order to attract, screen, recruit and select high-quality candidates within the IT and Non -IT (Financial, Manufacturing, Healthcare).
- Direct sourcing and cold calling, and networking helps to develop a qualified pool of candidates.
- Understanding of technical requirements, deep sourcing skills, and excellent candidate assessment skills.
- Knowledge and understanding of various job requirement technical, Non -technical, healthcare, finance etc.
- Success in applying advanced recruiting fundamentals to include sourcing, screening, interviewing, negotiating, and onboarding.
- Full-cycle recruiting: sourcing/candidate generation, cold calling, marketing, research, interviewing, assessments, presentation, negotiation and closing.

Education:

Sagar Institute of Research and Technology, Bhopal (M.P)

August 2012 – July 2016

- Bachelor of Engineering in Electrical and Electronics.

Maharishi Vidhya Mandir, Ratanpur, Bhopal (M.P)

March 2010 – April 2012

- High School Diploma

HOBBIES:

- Playing indoor and outdoor Games.
- Paintings and Nail-art.
- Travelling, TV shows.

ACHIEVEMENTS:

- I secured Winners medal in Madhya Pradesh Power Lifting competition at State Level.

LANGUAGES:

- English, Hindi

SALARY EXPECTATIONS:

- More than the previous salary.

DECLARATION:

- I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

DATE:

PLACE:

(NISHA PATHAK)

