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**Supriya Thorat**

**+91 9527297120**

# Professional Summary:

Human Resource professional with practical understanding of business needs, highly effective at incorporating creative leadership skills to achieve business objectives. Directs projects that improve efficiency while meeting deadlines and budget requirements.

**Career Summary**

* A company oriented professional with experience in recruiting, staffing, retrenching people possesses 4 + years experience as HR Recruitment
* Efficient in interviewing and assessing the people.
* Expert in recruiting the people, according to the company policy.
* Proficient in giving valuable decision and taking the feedback from the employees.

**Personal Qualities**

* Remarkable analytical, logical and mathematical skills.
* Innovative in assessing the qualities of people.
* Efficient in communicating well in written and verbal both.
* The ability to motivate people.

# Educational Qualification:

|  |  |  |  |
| --- | --- | --- | --- |
| Year of Passing | Qualification Gained | Institution | Percentage \ GPA |
| 2005 | BCA | S.N.D.T University | 72 % |
| 2002 | HSC | MBSE | 63 % |
| 2000 | SSC | MBSE | 70 % |

**Relevant Skills:**

**Office Package:** Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express

# Professional Experience:

|  |  |  |
| --- | --- | --- |
| Company | Role | Duration |
| Infosys Technologies Ltd | System Engineer | Dec 2007- Oct 2011 |
| Udaradhi Technologies | Senior HR | June 2015 – Jan 2018 |
| Enigma Human Capital | Senior Talent Advisor | Oct 2018 – Nov 2019 |
| EER | Talent Sourcer | Dec 2019 – Mar 2020(Due to COVID) |

# Experience: HR Industry

* **EER**

**Role: Talent Sourcer**

* Interact with potential candidates on social media and professional networks (LinkedIn)
* Craft and send recruiting emails
* Coordinate with hiring managers to determine position requirements
* Identify qualified candidate profiles using various sourcing techniques (e.g. Boolean search)
* Develop talent pipelines for future hiring needs
* Measure conversion rates, including numbers of passive candidates who turn into applicants, get invited to interviews, get offers and get hired
* Ask for referrals from current employees and external networks
* Promote our employer brand online and offline
* Communicate with past applicants regarding new job opportunities
* Worked on Europe requirements on various domains

# Enigma Human Capital Role : Sr. TalentAdvisor

**Objectives:**

Recruitment for top MNC, banking sector .Exposure to niche skill sets.

# Career Summary

* + - Handling full-cycle of recruitment: sourced, interviewed, and closed candidates for assigned requisitions.
* Understanding the technical requirements and present suitable candidates to the requirements.
* Requirement: Analyze the requirements and identify the best ways to source talent.
* String: Identify keywords and make Boolean string according to portals.
* Sourcing: Sourcing through various job boards, Social Networking Sites, through references as per the

Requirement specifications’. - LinkedIn, Naukri, Monster, Ladder, Indeed, Google search, Meetups etc. and scheduling interview.

* Screening: Short list the candidates on their skills set as per the client requirements.
* Maintaining Candidate Tracker
* Conducting Walk-in Interview Drives
* Following up of selected candidates for release of offer and keeping warm up till they join.

# Key Skills

* End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates.
* Screening: short listing candidates sourced through portal and validating them on their experience and interest.
  + **Udaradhi Technologies Pvt Ltd Role :Senior HR**
* 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.**

* + Involved in full recruiting life cycle & end to end recruitment.
  + Understanding requirements and deciding on the recruitment strategy.
  + Interacting with the delivery team on regular basis and prioritizing requirements as per the billable effective dates.
  + Sourcing CVs from various channels such as referencing, company’s own database, Job Portals i.e. Monster,

Naukri, and networking tools such as Linkedin.

* + Conducting drives, Walk-ins and personal interviews.
  + Arranging for technical panels and coordinating at all levels of Interviews.
  + Conducting HR interviews to check the candidate’s suitability for the requirement.
  + Conducting induction for new joiners to create awareness of the Recruitment function.
  + Preparing and maintaining various MIS Reports like Tracker sheet, requirement and offer reports, to be sent to delivery heads and top management.
  + Recruiting people at all levels, i.e. from experience range of 2-15 years for all permanent, subcontracting and direct positions.
  + Hiring resources within the stipulated average salary of LOB (Line of Business).
  + Responsible for mentoring new team members in the recruitment process and various active requirements.
  + Documentation of reports with regards to PF, ESIC, etc.
  + Organizing employee engagement programs, employee safety, welfare, wellness and health programs.
  + Handling the payroll, compensation and benefits administration.
  + Providing leadership, management, coaching, monitoring and direction to the employees to achieve targets.
  + Planning and structuring of job advertisements on job portals.

# Personal Qualities

-Effective Communication Skills

-Excellent Interpersonal Skills

-Ability to deal with pressure

-Good analytical and problem solving skills

**Experience: IT Industry**

* + **Infosys Techonologies Ltd (Dec 2007 – Oct 2011) Role : Identity Access Management & Presales**
    - Management and troubleshooting of Identity Life Cycle Management Sync Cycles.
    - Undergone Software (Microsoft server 2003/2000, Programming Fundamentals) training at Infosys Technologies Ltd.
    - Undergone Networking (Cisco Routing and Switching) training at Infosys Technologies Ltd.
    - Presales: Gaining product knowledge, understanding their requirements, making the necessary team skill set ready, showcasing the technical expertise and availability as per of the requirements for the project.

**Recognitions**

* + Won many appreciation awards for writing and speech competitions.
  + Stood 3rd in SNDT University
  + Headed the sports cricket team of our college.

**Personal Details**

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