**CHANDRAA SHEKHAR**

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**My Objective**:

To have a good exposure and hands-on experience in the field of Talent Acquisition as a gateway to a meaningful career. To explore and experience better recruitment practices and become a globally competitive recruitment specialist.

**My Expertise:**

* 5+years of experience in IT Recruitments.
* Exposure to Complete Recruitment life cycle.
* Expertise in the areas of Sourcing, Screening, Shortlisting, Interviewing, Salary Negotiation, offer initiation and Closure skills with proven track record of maintaining client / candidate relationship even after placements and further building strong work relations.
* Experienced in sourcing candidates from different sources like Naukri, LinkedIn, GitHub, Monster, references, Facebook & headhunting. I use Facebook to check the friends list of the candidate to get more leads from it, and GitHub for passive sourcing.
* Mapping companies and a careful observation on the candidates LinkedIn recommendation to have more inputs on the candidate and for passive sourcing.
* Strong knowledge of Boolean Searches in targeting the right candidates.
* Worked for both for Start-ups and Product companies across locations.
* Ability to work comfortably under high pressure situations and constantly meet strict deadline schedules.
* Ready to take any challenge with an open mind.

**Professional Experience:**

June 2014 – January 2020 – **Manager - Sourcing** at **Career Drivers India Pvt Ltd, Hyderabad**.

**Role & Responsibilities:**

* I worked as an individual contributor and as a Team lead role as well. Specialize in sourcing quality profiles according to client specifications.
* Part of client engagement I was played a major role in visiting the clients to build and develop positive relationship with them.
* Sourcing and identifying individuals within the relevant industry on basis of client requirement using a variety of methods including database and internet searches such as portals (Naukri, monster), LinkedIn, Facebook, Networking, referrals and ping the candidate on WhatsApp, if required, etc.
* Scheduling and organizing interviews for the shortlisted candidates by the clients and debriefing them post interviews.
* Coordinating with Clients & Hiring Managers and with the Candidate till closure of the position.
* Expertise in handling application tracking systems like Jobvite, Success-factor, Taleo and Green House Etc.
* Preparing a target schedule and ensuring the same are achieving regularly.
* Interacting with the client on daily and weekly basis on progress of the interview of the candidate and follow up till his joining.
* Maintaining tracker for sourcing profiles, status of the candidates and other activities.
* Engaged for RPO with ServiceNow and DBS for filling the position.
* Actively supported for interview co-ordinations with ServiceNow, MedLife, PaySafe and DBS.

**Team handling:**

* Mentoring a team of 5 recruiters and doing quality check for the resumes sourced by the Junior’s.
* Distributing the daily task, and guiding them to ensure their fast learning and submit their monthly performance report

**Client’s Worked:**

Worked with multiple Product based clients like: ServiceNow, PaySafe, Gainsight, MedLife, MobileIron, DBS Bank, Actifio, Zaggle, Ivy Comptech, Simility (PayPal), Synchrony Financial and few product startups Report Garden, Beyond Payment, Navya Networks and more.

**Position’s Worked:**

SDE/ Sr.SDE / Staff SDE, Frontend, Backend and Full-stack Developers, SDET, Android/IOS developers, Sr. Engineering Manager, Backend Architect, Web Architect, UI/UX Designers, Sr. Database Engineers, Devops Engineers, Automation & Performance Testing Engineers Etc.…

**Academic Qualification:**

* MBA in Human Resource from Osmania University, Hyderabad.
* B. Com from Railway Degree College (OU), Hyderabad.

**Awards:**

Received the Award of Best Performer of the Year 2015 & 2016.

**My Hobbies & Interest:**

Watching Movies, Exploring the History of IT Companies, TED

**My Personal Attributes:**

* High energy levels, patience, and ability to work honestly and sincerely.
* Keen learner while it comes to exploring new facts.
* Hard work, Determination, Confidence, and my Attitude towards my Talent makes me different from others.

**References:**

* Available on Request