**SNEHA PRIYEDARSHANI**

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**OBJECTIVE:**

**To achieve professional excellence with commitment, hard work and honesty by making use of opportunity and contributing towards the growth of an organization.**

**Professional Experience:**

**Company: American Cyber System, Noida**

**(Jan 2019 - June 2019)**

**Designation: Sr. Associate Corporate Recruitments**

**Company: Working with eTeam Infoservices, Noida**

**(Sep 2016 - Jan 2019)**

**Designation: Assistant Team Lead- Corporate Recruitments**

**Roles & Responsibilities:**

* Taking care of the end to end recruitment life cycle, Induction & On-boarding workflow.
* Handling a team of 3 recruiters & mentoring them to achieve their targets.
* Initial Screening of candidates, sourcing & interviewing for meeting hiring needs through direct face to face or Skype.
* Well versed with the Job Boards(Naukri, Monster) & Linkedin, Indeed.
* Work closely with the Hiring Managers to understand the business need.
* Follow-up with technical panel for interview feedback.
* Completing Documentation for the joining candidates.
* Offer Letter Generation and ensuring timely joining.
* Handling HR induction and joining formalities.
* Handling employee grievances- providing solutions related to their concerns and issues as per respective department.

**Company: Worked in Manpower Inc. Gurgaon**

#### (June 2013 – March 2014)

**Designation: Associate Consultant**

**Roles & Responsibilities:**

* Worked on entire recruitment life cycle with major part of direct client interaction
* Search CV’s from different Job portals (Naukri, Monster), LinkedIn, Social Media Network, Head hunting and References.
* Post the jobs on different Job sites.
* Screening resumes against position specifications (short list, head -hunt and evaluate candidates by conducting initial screening interviews) before forwarding those to client plus maintaining comprehensive database of resumes
* Scheduling Interview of the candidates with the client organization
* Organizing telephonic & face to face, Skype and VC interviews.
* Following up with candidates post interview and offer till joining.
* Facilitating in salary negotiation plus ensuring timely joining of the candidate.
* Worked for a clients like Iffco Tokio, Tech Mahindra, Macquarie, IIE (Education Industry), CVENT, Axalta Coating System (DuPont) and ensure their satisfaction in all aspects of resourcing.  
  Using HireCraft (Recruitment Tool) for entire recruitment life cycles.
* Worked with clients like: Snapdeal, Fujitsu, UHG, Yash Technologies.

**Company: Pyramid IT Consulting Pvt Ltd (CMMI L3), Noida**

###### **(May 2011 – Nov 2012)**

**Designation: Executive Resourcing**

**Roles & Responsibilities:**

* Comprehending and analyzing the requirements from various Clients.
* Responsible for recruiting Permanent as well as Contract to Hire from Middle to Senior Level Positions.(SE/SSE/TL, AM, M).
* Designing creative and informative advertisements on various Job Portals.
* Screening of the candidate’s profile according to the requirement from database available.
* Short listing of profiles from various sources like Job portals (Naukri & Monster),
* (Internal Database), Employee Referrals.
* Head Hunting for different Key Positions.
* Responsible for preliminary interviews of candidates.
* Coordinating with the Companies and candidates for Interview.
* Salary Negotiation with the selected candidates as per the company salary structure
* Coordinating in the joining formalities.
* Arranging interviews & Taking Care of Joining formalities of the Employees
* Follow-ups till the requirement are fulfilled.
* Organized and conducted Weekly Recruitment drives (general walk-in & Scheduled drives)
* Conducting these drives in Pyramid IT premises and also in several locations across the country

**Major Clients:** Accenture Services, Accenture Consulting, AON Hewitt.

**Operations, Offer Roll out Process & Joining Formalities**

* Preparing folders containing documents of the candidates who were selected to join us and share them with the record management team on weekly basis.
* Working closely with Hiring Manager on Compensation fitment & Elaborating Pyramid Salary break-up and other benefits to the candidates
* Working closely with hiring manager & HR managers for Preparing Offer Proposals
* Negotiating on salary part & joining date
* Interacting with HR Back-end team for rolling out the offers and Pre-boarding candidate management
* Explaining detailed offer letter to the candidates & other company fringe benefits, Relocation policies for outstation candidates, further follow-up with them until they onboard
* Arranging for transport and temporary accommodation of outstation candidates
* Intimating to HR Admin and HRD team for their Induction on weekly basis
* Arranging for the transport for every candidate on their day of joining
* Ensuring a smooth on boarding for each candidate

**Company: Spruce People Consulting Pvt. Ltd, Gurgaon**

###### **(May 2010 – April 2011)**

**Designation: Consultant**

**Company Profile:** http://www.spruce.co.in

**Roles & Responsibilities:**

* Handling recruitment for IT, Non-IT, Telecom division & International Clients.
* Head Hunting for different Key Positions.
* Arranged Reference check for the candidates
* Responsible for preliminary interviews of candidates.
* Designing creative and informative advertisements on various Job Portals.
* Screening of the candidate’s profile according to the requirement from database available.
* Short listing of profiles from various sources like Job portals (Naukri, Monster, LinkedIn & Dice)
* Follow-up with selected candidates to confirm their DOJ and keep a track of the same.
* Working well in fast paced and high pressure environments.
* Fullfill the Client demand in limited Turn around Time.
* Responsible for the Coordination for Joining of Candidates. Short listing and screening of CV
* Pre-Screening the candidate.
* Handling Complete Recruitment Process from Initial stage to final inception of Joining.

**Major Clients:** Samsung, Motorola, Qualcomm, Calance Software, UCLA & MK Technologies.

**ACADEMIC HIGHLIGHTS**

* MBA (HR & Marketing) from Anand Engineering College, Agra (Affiliated to U.P.T.U) in 2009
* B.Sc. (Bio) from VBS Purvanchal University (UP) in 2007
* 12th from Uttar Pradesh Board in 2004
* 10th from Uttar Pradesh Board in 2002

**Project undertaken during MBA**

Summer Training during M.B.A. on “HR Practices followed in Various Insurance Organisations” from HDFC.

**Extra-curricular Activities during MBA**

• Got a medal in Mark-Fest.

• Active participation in Mark-Fest.

• Head of Cultural Committee in Mark-Fest.

**Computer Skills**

* MS-Office: word , excel, MS-Outlook.

**Proficiency**

• Good fundamental knowledge of computer

• Excellent Communication Skills.

• Good Organizing& Managing skills.

**SOFT SKILLS**

* Adaptable to different conditions.
* Hard-Working & Enthusiastic.

**PERSONAL DETAILS**

**Name:** Sneha Priyedarshani

**D.O.B.:** 23rd April, 1986.

**Nationality:** Indian

**Marital Status:** Married

**Languages known:** English and Hindi.

**Current Address:** Greater Noida

**Permanent Address:** Rampur, Udaibhan, Ballia, U.P

**Date: ……………… (Sneha Priyedarshani)**