

Mansa Tripathi (Working as a Freelancer)

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CAREER OBJECTIVE:

To make a sound position in corporate world and work enthusiastically in team to achieve goal of the organization/MNC with devotion and hard work.

STRENGTH:

Strong team player and strive to learn implement new techniques and standards of better performance.

Effective communication, interpersonal and organizing skills matched with the ability to manage stress, time and people effectively.

Core Competencies:

- Business Development
- Client Relationship Management
- Strategic Planning
- Talent Acquisition
- Employer Branding
- People Management

PROFESSIONAL EXPERIENCE

Organization Name: **Job Route Solutions** (Feb 2021-Present as a Freelancer)

Designation: Consultant/Client Recruitment Partner

Sectors worked for: Share point, Powerapps

Roles:-

- Performed Business Development Functions to source new clients and candidates.
- Partnered with clients to determine priority searches/open positions.
- Sourced Potential candidates and built candidate pools.
- Arranged interviews between candidate and client.
- Provided client feedback /follow-up to candidates after each stage of interview.

Organization Name: **Michigan Tag** (May 2018-Dec 2020)

Designation: Consultant/Client Recruitment Partner
Sectors worked for: Java, Hybris and salesforce

Roles:-

- Performed Business Development Functions to source new clients and candidates.
 - Partnered with clients to determine priority searches/open positions.
 - Updated database to maintained detailed records of actions with both client and candidate.
 - Sourced Potential candidates and built candidate pools.
 - Arranged interviews between candidate and client.
 - Provided client feedback /follow-up to candidates after each stage of interview.
 - Presented Offer letters.
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- Responsible for end-to-end recruitment process.
 - Sourcing Profiles from various platform Naukri, LinkedIn & Whatsapp.
 - Closure within TAT and along with process compliance.
 - Increased hiring from job portals and employee referral and minimizing the utilization of vendors.
 - Follow-up with offered candidates to ensure committed joining date.

Organization Name: Posterity Consulting Pvt. Ltd (7th Nov 2016 to Sept. 2018)

Designation: Hr Analyst

Sectors worked for: Telecom and semiconductor

Roles:-

- Responsible for end-to-end recruitment process . (Like: Requirement gathering, Sourcing, Screening, Calling, Scheduling, follow ups).
- Experience in Permanent hiring.
- Sourcing the profiles from various Job Portals (Naukri, Monster h,LinkedIn)
- Identifying & screening profiles whether it matches with the clients requirement.
- Sharing the profiles with the client for shortlisting.
- Coordinating with both clients and candidates during the whole process of recruitment.
- Arranging & scheduling Interview for candidates based on the availability of the technical panel.
- Taking regular feedback about candidates from the client.
- Regular follow-up with candidates and keep them well informed till the time of joining.

- Maintaining recruitment database and candidate records and updating their status.
- Posting job openings on Job Portals & Social Networking sites, Mass Mailing.

Mercer India Pvt. Ltd. (Dec '09 – March '14)

Highlights

- Daily Work Management and processing
- Written and Verbal communication with onshore business partners
- Process reporting and training
- Ensuring compliance of all internal and client policies
- Providing timely updates to AM and Onshore counterparts
- Driving Process improvements
- Mentoring and coaching new hires

United Health Group (Aug '07 – May '09)

- Day-to- day Work Management -Managing daily operational work
- Handle and resolve critical quality problems using various research abilities
- Process Management - Maintain the monthly dashboards and team report for internal and external audits
- Consistent & Quality Service Delivery by performing detailed RCA of errors
- Sharing feedback/opinions in an effective manner to rectify the errors occurred
- Training/Mentoring: Arranging calibration sessions to work with cross functional teams

ACADEMIC QUALIFICATION:

- B.sc (Life Science) from Delhi University
- Passed 12th from CBSE Board
- Passed 10th from CBSE Board

PERSONAL DETAILS:

Date of Birth : 11-08-1987
 Nationality: Indian
 Marital Status: Married
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Date :

**Signature
(Mansa Tripathi)**