Shubhrta Rai

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PROFILE SUMMARY:

- Dynamic & self driven Human Resource professional having 3 years of relevant experience in End to End IT Technical Recruitment with proven expertise for Product Hiring for Internet & E-Commerce, Investment Banking, Finance Domain, Telecom ,BFSI, HFT(High Frequency Trading) with Domestic Recruitment.
- Hands on experience in ATS- Taleo, Greenhouse, Recruiter Box.
- A keen result oriented individual with analytical and problem-solving skills, capable to meet the deadlines within stipulated time frame.
- Sourcing profiles for suitable candidates through Job Portals (Naukri, LinkedIn, Monster and Google Search), Employee Referrals , Job postings, and by using the internal database.
- Directly interacting with line/project manager to discuss the new job requisition, experience in JD preparation, job posting, exclusives screening and searching of candidates on Job portals, social networking site and from the other relevant resourcing sources, conducting whole interview process, follows up with Manager and candidate for feedback & joining on timely basis, offer letter roll out, joining, documentations & paper work etc.
- Expertise in recruitment, headhunting, industry mapping, Public Relation/ Client relation, Employee Engagement, Market Research, Training & Development, Performance Management, Team handling, Corporate Recruitment, Talent Acquisition/ Management.

SKILL SET:

- Full Cycle recruiting
- High volume staffing
- Offer negotiation
- Placement and On boarding
- Client/Candidate relationship management
- Candidate Sourcing and Screening
- Interview Scheduling
- LinkedIn Recruiter
- HRO
- Candidate Engagement
- Vendor Management
- Stockholder Management

POSITIONS HIRING

Backend Developers, Frontend Developer , Full Stack Developer, Accounting , Banking, KYC Associate, , QA Engineers, SDET, Devops Engineers, Android Developer, iOS Developer , Infra Developer, Cloud engineer, Information Security, Network Engineers, NOC Engineer, SOC analyst, System Admins, Support Engineer, , Software Architect, Software Developer, Testing Departments and IT Skills etc.

PROFESSIONAL EXPERIENCE:

Team Ware Solutions   **Oct 2022 – Till Date**
Executive - HR

- Managing & driving a full-cycle recruitment process including sourcing, screening, interview, feedback and offers for all levels of candidates from mid to senior level for Financial clients.
- Collaborating with hiring managers to understand the needs and roles to be filled, reviews job descriptions for vacancies.
- Handling junior, mid to senior level positions, niche positions and leadership hiring as and Recruitment Drive management, part of in-house & Client event.

- Initiate different sourcing strategies to source qualified candidates from: Job boards (Naukri, Monster, Indeed, IIMjobs, and LinkedIn and LinkedIn Recruiter), X-ray Search, Source Hub, Handshake, Social Media, internal database, referrals, cold-calling, networking, etc. and other creative avenues to source qualified candidates.
- Partnered directly with Hiring Managers, Stakeholders, Account Managers to have a better understanding of job requirements.
- Reporting to the Manager and Lead on daily and weekly activities/reports.
- Implement staffing strategy to achieve an annual hiring plan that emphasizes quality and diversity of hires across India.
- Experience closing executive and/or executive-level candidates and negotiating compensation packages to leverage experience with competing technology talent.

Infinity Stamford, Bangalore India   **Jan 2022 – Sep 2022**
  Senior HR Recruiter

- **Handling End to End Recruitment process** (Sourcing, Screening, Short-listing, Interviewing, salary negotiation, offer roll out, strong follow-up with candidates, Closing the position)
- Update and track candidate's status through **ATS (Application tracking system) .**
- **Sourcing:** Responsible for meeting the target number of hires by keeping the pipeline strong & active using different portals like Naukri, LinkedIn Recruiter, Instahyre, Google & LinkedIn Groups, Facebook, Hirist and internal hiring mechanisms like Referral Campaigns.
- **Stakeholder management:** by conducting weekly meetings to discuss current and projected candidate pipeline and offer updates. Problem solve the challenges faced in hiring by educating the hiring managers with through-put data, peer group comparison, competitor/industry talent mapping
- **Recruitment Drives:** Have been conducting end to end recruitment drives/sourcing jams involve Planning, sourcing, screening, scheduling, coordination with hiring managers, deployment, and ensuring quality of hiring yield
- **Hiring dashboard presentation:** by weekly/monthly/quarterly meetings with the business leads to provide requisition level update by regularly maintaining MIS. Strict adherence to the processes and policies of the organization.

Source One Management Private Limited, Bangalore India   **May 2020 - Jan 2022**
  Technical Recruiter

- Handled all aspects of hiring process for full-time and temporary technical openings for all levels of IT Technical and Functional positions for Accenture, LG Soft, UST Global .
- Responsible for understanding the Job description and able to submit perfect matching candidates on clients tool. Full recruiting life cycle experience: job posting, candidate sourcing, phone pre-screening, interviews, salary negotiations, reference checks and offers made to candidates.
- Co-ordinate with the candidates for availability & interviews. Organizing technical interviews (Telephonic/F2F/Video Conference) for the shortlisted candidates and blocking calendar for same.
- Update and track candidate's status through ATS (Application tracking system) like Greenhouse, Ensuring the requisition of clients to be full filed on time on daily basis.
- Document verification, Joining confirmations, Regular Follow ups till joining.

ACADEMIC DETAILS:

Education:

MBA (HR) from DAVV University, Form Distance Learning, Indore	2022
BE / IT from RGPV University, Bhopal	2019
Intermediate from G.G.S. Damoh	2015
Matriculation from S.S.M. Damoh	2013

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