

Priti Rani

Talent Acquisition Specialist

+91-8521819315 | priti2011@gmail.com | Experience: 5+ Yrs

Address – Chhatarpur, New Delhi

Profile summary

I possess exceptional communication skills with 5+ years of experience in recruitment and staffing, extensive ability to maintain professional discretion, especially when handling confidential information, ensuring trust and integrity throughout the recruitment process. My ability to analyze data, coupled with my problem-solving capabilities, has contributed significantly to meeting KPIs and optimizing recruitment strategies.

Key Strengths:

Executive recruitment and talent acquisition for top organizations.

Expertise in IT and non-IT hiring, especially in domestic and international markets.

Proficient in using ATS, Boolean searches, and job portals.

Strong analytical skills with a focus on candidate engagement and relationship management.

Extensive experience with vendor management and managing candidate on boarding processes.

Certification

- Trainer Digital Marketing Campaign Planning And Management Skill INDIA (SIDH)

Work experience

Talent Acquisition Specialist – MNR Solutions

May 2024 – August 2024 – (Skills Hire for -Angular, Java, Full stack Developer, SAP FICO, SAP HCM)

Interact with potential candidates on social media and professional networks e.g. 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 hiring

Talent Acquisition Manager – WHITEHATTS CONSULTANTS

Mar 2023 - Sep 2023(Skills Hire for – CA, Audit, IT Audit, Lawyer, Tax Assistant)

Talent Acquisition Specialist. Whitehatts Strong understanding of executive recruitment processes and best practices. o Exceptional communication and interpersonal skills. o Ability to build and maintain relationships with candidates and internal stakeholders (KPMG/ Startcraft/Mckinsey) o Proficiency in using applicant tracking systems (ATS- ORC) and other recruitment tools. Knowledge of employment laws and regulations. o Strong analytical and problem-solving abilities. High level of professionalism and discretion when handling confidential information Role & responsibilities

Sr. Sourcing Specialist – Manpower group Services India (KPMG India)

Jan 2022 - Mar 2023 (Microsoft Developer)

Experienced HR with good years of experience in the recruitment industry hiring IT and Non-IT candidates in both Domestic and International domain, and also have good knowledge and skills in dealing with several candidates,

negotiating salaries/ pay rate with them, process includes from sourcing of resume till on boarding of the candidates and maintaining the internal database of the company, also maintaining good relations with the clients and meeting up with their expectations so as to deliver service maintaining all the KPIs of the company. Involved in end-to-end recruitment and worked as an in-house HR. Have a good understanding of IT roles. Searching the new requirements in depth and find the right candidate for the organization. Implemented Boolean and Keyword searches to find candidates according to the suitable requirements in Naukri. Used Job portals like Naukri.com, LinkedIn Recruit, Instahyre, IIMJob, Handled IT requirements like ATCI Market. 6. Posted Jobs and did mass emailing to the candidates using Job portal like Naukri.com. Connected with the candidates from the initial level till their joining. Maintain (ORC) Applicant Tracking System all candidate work flows, with the ability to produce activity and candidate tracking reports as needed and helped in creating a database of candidates from LinkedIn.

Screener deployment at Company Client Accenture India Pvt – SUKHMAA SONS AND ASSOCIATES
Jan 2021 - Dec 2021

Sourcing & screening of profiles as per the indent, candidate engagement, client engagement, Employer Branding, Relationship Management. Hands-on experience in Recruitment in Domestic market. Good Exposure with sourcing techniques, able to understand technologies. Experience in Temporary Staffing/Contract (C2H) Recruitment. 6. Experience in niche skills hiring. Excellent command in verbal and written English with good attitude towards learning. Hands on experience on using Outlook, Word, and MS Excel. Hands on experience in sourcing through various Job portals (Naukri, LinkedIn, IIMJOB Portal) social media, Referrals etc. Hands on experience in Boolean search (making Boolean string/search as per the requirement

Sr. HR Recruiter – ITDOSE INFOSYSTEMS
Jan 2018 - Sep 2020

Managed end-to-end recruitment life cycle to attract top talent - Utilized tools for duplicate profile checks and implemented necessary actions- Sourced potential candidates through various channels including internal database, job portals, social networks, LinkedIn, and advertisements - Coordinated all communication between candidates and the hiring team throughout the recruitment process - Facilitated telephonic, video, and face-to-face interviews with candidates Ensured timely follow-ups with candidates at all stages of the interview process - Handled offer negotiations, communicating comprehensive details including salary, benefits, and bonuses - Conducted regular follow-ups with offered candidates to ensure successful on boarding. Developed and maintained a database of both short-term and long-term potential candidates - Managed vendor relationships and ensured smooth collaboration

HR Executive and Generalist – Sharekhan
Oct 2020 - Jan 2021

INTERNSHIP 153 Days Sharekhan (HR Generalist)

Education

2024

PG Diploma | HR and Operation

NarseeMonjee Institute Of Management Studies, Mumbai

Marks - 63%

2008

B.Sc | Computers

Kuvempu University, Shankaraghatta

Grade - 8/10

12th

Bihar, English

Marks - 43%

2003

10th

Bihar, Hindi

2001

Place – Delhi

Signature – Priti Rani