

Priyanshi Pandey

Talent Acquisition Specialist




About Me

A dynamic, strategic-thinking professional with 2+ years of experience in HR Domain, has been working as a Talent Acquisition Specialist. Competence in Job Portals such as Naukri.com & LinkedIn . Desire for a job in a growth oriented organization where my recruiting experience and skills can be used for making a definite contribution in the human resources & operations department by putting utmost efforts.


Expertise Skill

- MS Office(basic knowledge)
- Team Work
- Decision Making

Contact Me

 8934867165 , 798587146

 priyanshi15sept@gmail.com

 559 KHA/348,New Sri Nagar
Alambagh,Lucknow.

Education

- 2019-2022
BA from Allahabad University
- 2023-2025
MBA from Chandigarh University

Work Experience

BCS CONSULTINGS PVT LTD

Talent Acquisition Specialist July 2023 - Current

- Managing the on-boarding of new joiners and managing joining formalities.
- Handling job Posting, Sourcing, Screening, Scheduling Interviews, Salary Negotiation.
- Managing employee query.
- Conduct preliminary phone interviews and perform reference checks.
- Communicate policies pertaining to Human resources, compensations and benefits.
- Candidates follow ups for interview and joining status as well as client follow ups for feedback.
- Organize and update candidate files.
- Following up with candidates from attending interviews till helping them onboard and settle into new company.
- Maintaining candidates tracker and database.
- Adhere to regulatory standards.
- Oversee employee orientation and training.

Certification

- Human Resource Management
(Great Learning)
- Naukri Maestro Recruiter
(Naukri.com)

OUTPACE CONSULTINGS PVT LTD

Assistant Team Lead(ATL) Sep 2022 - April 2023
Recruitment Consultant Aug 2021 - Sep 2022

- Managing the recruitment and selection process.
- Job Posting, Sourcing, Screening, Scheduling Interviews, Salary Negotiation.
- Understand the requirements, issues and needs of the client's short-term or long-term goal.
- Conduct preliminary phone interviews and perform reference checks.
- Sourcing candidates by putting right set of keywords, Boolean search etc.
- Candidates follow ups for interview and joining status as well as client follow ups for feedback and requirement update.
- Keep in close contact with candidates in order to provide relevant, adequate and timely feedback to them.
- Following up with candidates from attending interviews till helping them onboard and settle into new company.
- Maintaining candidates tracker and database.
- Sourced for - Healthcare, Textile, Fashion, FMCG, Telecom(AR, claims, medical transcription, medical billing, operations, sales, EA, graphic designer etc)

Date :

Place : Lucknow