

Shamiksha Tiwari

HR RECRUITER

Details

Lucknow

India

9956246292

shamiksha.t88@gmail.com

Skills

Talent Assessment and
Acquisition

Employee Recruitment &
Retention

IT Recruitment

Non IT Recruitment

Management

Hobbies

Writing
Travelling
Listening music
Dancing

Languages

Hindi
English

Profile

Dynamic human resources professional with expertise in human resources. Responsible HR Recruiter, passionate about delivering outstanding quality and service. Offering 2 years of experience in industry with history of recognition for performance. Committed to supporting recruiting as well as developing, engaging and retaining talented staff. Sophisticated in communicating and collaborating effectively by relying on excellent interpersonal skills.

Employment History

IT Recruiter , Inspire Solutions, Bangalore, Remote

MAY 2022 – MARCH 2023

- In inspire Solutions I was working as an IT Recruiter and my responsibility was handling IT Recruitment for clients
- Screening resumes of the candidates based on the job description available.
- Shortlisting resumes based on several search factors such as skills, recently updated resume, location, experience, previous employers etc.
- Calling the shortlisted candidates to know their interest about the job opening.
- Convincing employees to attend the interviews.
- Finalizing interview schedule and making the interviewer to be available for taking the interview.
- After interview sharing feedback with the employee.
- In case if they are selected then salary negotiation and follow up with them till on-boarding.

HR Recruiter, toppr technology pvt ltd (byju's), Lucknow

APRIL 2021 – APRIL 2022

- Collaborate with hiring managers to write job requisitions for current openings.
- Advertise job openings on LinkedIn.
- Source candidates through online channels like Naukri etc.
- Screen resumes and applications and update candidates on hiring processes.
- Interview candidates during various hiring stages and/or join hiring managers during the interview process.
- Update hiring managers and HR managers on the status of open positions on a regular basis.
- Provide interview feedback, when necessary and appropriate.
- Given a proper solution to the hired employees with operation team..

Education

B.Com - 45% , City Group of college, Lucknow

JUNE 2017 – AUGUST 2020

12th - 68% , S.V.M Inter College, Ajodhya

JULY 2015 – JUNE 2017

10th - 63% , KK Girls Inter College, Kanpur

JULY 2013 – AUGUST 2015