

Shubham Mishra

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Objective:

Dedicated and proactive recruiting professional with over a year of experience in recruiting/staffing to a dedicated position with a leading recruitment Company and grow with them.

Skills:

- Candidate pipeline management
- Maintaining Database
- Business requirements understanding
- Rate Negotiation
- Full cycle recruiting
- Pre-screening candidates
- Ability to Multitask, Prioritize, and time management
- Fast Learner
- Target Oriented
- Customer Support

Education:

- BE in Electronics and Communication; Gujarat Technology University; Godhra, Gujarat **2022**

Professional Experience:

Integrated Resources Inc. (IRI) | Vadodara, Gujarat

Jun 2022 - Present

Associate Technical Recruiter

- Source potential candidates through various channels to create candidate pipelines (Social platforms, professional networks, job boards, etc.)
- Screen candidates by reviewing resumes and job applications, and performing phone screenings
- Follow the End-to-end Recruitment cycle process.
- Manage the overall interview, selection, and closing process
- Schedules interviews with clients; oversees preparation of interview questions and other hiring and selection materials.
- Attract applicants by placing job postings, contacting recruiters, and using newsgroups and job sites.
- Stay abreast of recruiting trends and best practices
- Ensure all screening, hiring, and selection are done in accordance with employment laws and regulations
- Working on various high-volume clients; in order to meet TAT and coverage requirements as per client's needs.
- Working on various Business professional, Engineering, Non-IT, LI, Health-Care, and clinical requirements for various Healthcare and pharma clients like Becton Dickenson, Thermo Fisher, Pfizer, J&J, WestRock, TUFTS Health Plan, Luxottica, AHS, etc.,

Prokatchers LLC | Vadodara, Gujarat

Dec 2021 - Jun 2022

Talent Acquisition Specialist

Got 8 placements in the span of 6 months

Researched, identified, and reached out to passive candidates for possible job placement opportunities. Sourcing candidate profiles from portals and employee referrals.

Screening and selecting best-matched Profiles and taking Telephonic Interviews.
Schedules interviews with clients; oversees the preparation of interviews.

Concentrix Pvt Ltd. | Vadodara, Gujarat

Jun 2021 - Nov 2021

Senior Customer Representative

- Working on Amazon Process.
- Providing customers with information on products, services & offers
- Take calls from customers and do outbound calling
- Identifying customer needs
- Taking customer calls and solving queries
- Taking over 100 calls on day to day basis.
- Following up with customers after an initial interaction has ended to ensure satisfaction and retention of new customers and maintaining CSAT
- Recording information about new orders, transactions, or other interactions with customers for future reference

Cogent E Service | Vadodara, Gujarat

Jun 2020 - Oct 2020

Customer support Representative

- Working on Airtel DTH Process.
- Handling more than 150 inbound calls of customers and assisting them.
- Assisting customers with product selections by providing information about features, pricing, and ordering details.
- Coordinating with other team members to schedule appointments, answer questions about products or services, or provide other assistance to customers.

References can be furnished on request