

PAYAL SHINDE ITES RECRUITER

CONTACT DETAILS

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CORE SKILLS

- Bulk hiring.
- ITES hiring.
- Lateral hiring.
- Job portals handling.
- Client handling.
- Leadership.
- Highly professional and punctual.
- Can work individually and in a team.
- Teamwork and collaboration.
- Strong communication skills.
- Can work under pressure.

CERTIFICATION COURSES

- Certified linkedin recruiter.
[Conducted at Wipro]

HOBBIES & INTERESTS

- Exploring new places.
- Socializing with people.

CAREER GOALS

To obtain a position in an organization that is progressive and practices collaborative leadership and provides me the opportunity to reach my full potential professionally and overcoming the challenges by utilizing my abilities, knowledge, and experience.

EMPLOYMENT HISTORY

Wipro Technologies Limited

TALENT ACQUISITION SPECIALIST (IT L2 RECRUITER),
DIRECT WIPRO PAYROLL: MAY 2022 - TILL DATE
PAYROLL COMPANY: TRIGENT SOFTWARE PVT LTD.

- Conducting all in-house ITES / Technical hiring.
- Co-ordinating with vendors and interviewing candidates from vendors (Vendor management).
- Follow-up with candidates on their joining, documentation and onboarding, providing assistance if needed.
- Deliver regular updates and feedback clearly and tactfully.
- Using portals like Naukri, LinkedIn, Monster and Wipro database for sourcing candidates.
- Handling end to end recruitment cycle from sourcing candidates profiles to onboarding candidates.
- Responsible for releasing offer letters and appointment letters for the candidates. Managing all trackers and data.
- Organize, plan and prioritize multiple tasks with attention to detail.
- Responsible for all in-house IT requirements.

Qualification/Affiliation

- **M.C.S (Computer science)**
 - University of Pune
 - 62%
- **B.C.S (Computer science)**
 - University of Pune
 - 59.60%
- **H.S.C**
 - MSBHS
 - 67.17%
- **S.S.C**
 - MSBSE
 - 80.26%