

Manju Lata

Talent Acquisition Specialist

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To seek a career that grows along with the company, augmenting my technical, analytical and management skills and brings value to the organization and myself in the process. Looking for opportunity in operations, payroll, generalist, recruitment.



Skills

Recruitment	◆◆◆◆◆ Advanced
Risk management	◆◆◆◆◆ Upper intermediate
Negotiation	◆◆◆◆◆ Advanced
Labour relations	◆◆◆◆◆ Advanced
Candidate Sourcing	◆◆◆◆◆ Advanced



Work History

◆	Nov 2022 - Jun 2023	HR Consultant <i>Spectrum Talent Management Pvt Ltd, Faster</i> • End-to- End Recruitment • Client Handling • Data Management • Mass Recruitment and Bulk hiring • Handled client of PAN India • Worked on both IT and Non-IT profiles
◆	Jan 2022 - Nov 2022	Talent Acquisition Executive <i>Amanzi Technologies Private Limited</i> • Talent Acquisition-IT Recruitment • Understand the manpower requirements • Worked on different IT profiles : Java developers Angular developers Dot net developers Service desk support React js IT Admin Automation and Manual, 10.los developer 11

- Devops stack java developers
- Sourcing of CV's from various channels like own database, portals and social media
- Identifying the potential candidate skills and competencies including communication skills, interpersonal skills, condense level and presentation
- Preparing job descriptions for various profiles
- Identifying candidates with the right skills to match the client's requirements
- Screening resumes for the current Procuring and hiring needs of the various requirements
- Analyze the requirements according to the specification mentioned by the client
- Sourcing/Screening, short-listing roles, candidates tracking and follow-up, processing CV's, updating/ maintaining database
- Sourced from Job Portals (LinkedIn, Naukri.com), posting jobs on the Job Portal.



Education

- ◆ **Apr 2015** **Master of Business administration [MBA (Hr)**
University of Allahabad
- ◆ **Apr 2013** **Bachelors of Commerce [B.Com**
University of Allahabad
- ◆ **Apr 2010** **12th**
De Paul School, CBSE - Singrauli
- ◆ **Apr 2008** **10th**
De Paul School, CBSE - Singrauli