

Aparna Jha

Recruiter

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Jamshedpur, Jharkhand- 831001



SUMMARY

Analytical and goal-driven Talent Acquisition Specialist with hands-on experience in sourcing top-grade candidates. Hands-on involvement in outlining job requirements, evaluating candidates, and projecting hiring needs. Full life cycle recruitment experience in staffing, sourcing, planning & directing all areas of recruitment with demonstrated skills in sourcing active & passive candidates through job portals, social network and external & internal database. Renowned for excellent interpersonal, communication, and leadership skills. Proficient at cold calling, LinkedIn outreach, CareerBuilder, Monster, Indeed.

EDUCATION

Acharya Bangalore B-School

Master's degree in human resource and marketing, 2011

SKILLS

- ❖ Strong organizational and time-management
- ❖ Ability to work independently and as part of a team
- ❖ Detail-oriented
- ❖ Proficiency in Social Media, Tech platform: LinkedIn, Facebook, Twitter, Google,
- ❖ Monster, CareerBuilder, Indeed
- ❖ Recruiting/Hiring/Sourcing

CERTIFICATION:

Talent Acquisition Certification from Udemy, 2024

PROFESSIONAL EXPERIENCE

Recruiter/Talent Acquisition Specialist, Remote (Zynom Tech.), Bangalore | 2022 - 2024

- Sourcing candidates from job portals like monster, CareerBuilder and LinkedIn, Boolean searches, networking, and referrals
- Screening resumes, formatting the resumes as per the client requirements.
- Interviewing the candidates
- Lead the full recruitment life cycle, from sourcing strategies, talent recruitment, and acquisition to interview preparation, offer negotiation, and on-boarding
- Reference and Background Check
- Deliver recruiting expertise and seamless support to high-profile, diverse industry clients in acquiring top talent.
- Experienced in recruiting US Citizens, Green Card Holders & candidates on different visa while working on various US Tax Term.(W2)
- Communicated with Account Managers and MSPs to establish strong working relationship

Recruiter/Talent Acquisition Specialist Allegis Group, Bangalore

| 2013 – 2014

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Process Executive

Infosys BPO LTD, Bangalore| 2012 - 2013

- Handling inbound calls and customers query