**Puja Sahu**  +91 8709966851 Image result for mobile symbol for resume

[pujasa1998@gmail.com](mailto:pujasa1998@gmail.com) Image result for email symbol

Bangalore, India Image result for location symbol

**PROFESSIONAL SUMMARY**

A graduate in Information Technology with **1.6 years** of experience into End to End Recruitment into IT & Non IT sector, Team Management, Talent Mapping, Head Huntingand nowLooking forward to work in a stimulating and challenging environment that would facilitate the maximum utilization and application of my broad skills and expertise thereby making a positive difference to the organization.

* Extensive skills of handling complete recruitment life cycle, Sourcing/Screening, Short listing profiles, Candidates tracking, Candidates follow up, Updating/Maintaining internal database.
* Great understanding and experience of working with multiple profile of IT domain for different level of experience and qualifications.
* Vast experience of interacting with clients for collection of requirements, scheduling various interviews, taking candidate feedbacks and supporting them for documentation and on boarding of candidates.
* Great experience of sourcing candidates from various platforms like Nakauri.com, LinkedIn, Indeed.com & Monster.com etc by bulk Job-Posting, Bulk-Emailing and also reaching them out directly over phone calls.
* Good experience of handling Telecaller and Marketing team and also possess great hands on experience of managing all the activities in the branch.
* Experienced in taking initial round of telephonic interview to judge the suitability of candidate for respective profile.
* Possess efficient communication skills with excellent relationship building skills and have superior ability to absorb and handle pressure.

**EMLOPYMENT AND EXPERIENCE DETAILS**

I’m currently working on aposition of **Executive-Staffing** in **Inspire Solutions, Bangalore** where I’m responsible for:

* Sourcing the CV’s from various portals like Naukari.com, Monsters, linked In & Shine etc. and processing them with respective clients.
* Sourcing, Screening and evaluating the candidates on various parameters like- Technical skills, Communications skill & Personality and also assessing them by interaction, listing and feedback.
* Collaborating with candidates, Scheduling interviews, taking follow up till the joining, and also involved in candidates on boarding.
* Arranging technical interview, coordinating Interviews process, taking feedbacks from candidates and also from technical panel.
* Understanding the recruitment and making correct strategy for each requirement and selecting the suitable channel of the recruitment.
* Interaction with clients for collection of requirements, scheduling various interviews, taking candidate feedbacks and following up till the joining and on-boarding.

Previously, I’d worked for **Ekhard HR Services**, **Bangalore** as an **Executive-Staffing** from December 2017 to July 2018

**EDUCATIONAL QUALIFICATION**

**10th:**       Sister Nivedita Girl’s Hhigh School, JAC

**12th:**The Graduate School College for Women’s, JAC

**B. Sc. IT:** Jamshedpur Women’s College, JAC

**PERSONAL PROFILE**

Name : Puja Sahu

Date of Birth : 1st June, 1997

Mother’s Name : Laxmi Devi

Language Known : English, Hindi

Marital Status : Single

Address : #85th, 5th cross Basvanligappa Nagar Bilekahalli Bannerghatta road, Bangalore -560076

Mobile number : +91 8709966851

**DECLARATION**

I hereby declare that all the information provided by me in this, is factual and correct to best of my knowledge and behalf.

Date: Sign.

Place: Bangalore