Shaista Mariam

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REMOTE

OBJECTIVE

Worked as a **Freelancer Recruiter** at TalentXO, having a good in IT and Non IT experience in **End-to-End Recruitment** with effective Organizational skills with exceptional focus and follow through abilities, proactive in nature with a continuous quest to learn and grow myself professionally. Based in **Dubai** and actively seeking **remote opportunities** to support global hiring teams.

PROFESSIONAL SYNOPSIS

- Have extensive experience in IT Recruitment with over 3+ years of experience, Talent Sourcing, Offer Negotiation, Recruiting, Talent Acquisition, Technical Recruitment, HR Recruitment. Performing **End to End Recruitment Life Cycle.**
- Recruitment of IT in Technologies such as Java, Core Java, .Net, C#, C++, Angular, React JS, Node JS, iOS Developer, Android Developer, React Developer, Architect,ASP .NET, PHP,UI\UX Designer,Big data etc.
- Expert in **Sourcing, Screening, Salary Negotiation, Interview Scheduling, Onboarding** of the candidate to check the best fitment for the job specification as per the required Skill Sets.
- Experience in identifying potential candidates through job portals Naukri, LinkedIn Recruiter, Monster/Foundit, References, Employee Referral, other social networking Job portal, Boolean Search, Recruitment tracking Tools.
- Hands-on experience of **LinkedIn Sourcing,** with proper Skill Sets, Job Description, Salary, Industry Preference.
- Expertise in handling the **Client, Client On-boarding Processes, understanding the Client's Requirements** and involving in Client calls on a regular basis.

KEY SKILLS

Head Hunting, Technical Recruitment, IT Staffing, Sourcing, Boolean Search, Screening, Mass Mailing, Short-listing, Salary Negotiations, Bulk Hiring, On-boarding, Job Posting, LinkedIn Sourcing, Client Management, Talent Acquisition, IT Recruitment, Recruitment Lifecycle, Recruiting Strategies, Interviewing.

TOOLS
Websites : Naukri, Monster & LinkedIn.

PROJECT PROFILE

Company Name: TalentXO.
Role: Freelancer Recruiter
Clients: DailyRounds-Marrow, Logo infosoft, Jobvite , Sigmond Analytics ,Wingify ,
Timeline: Feb 2024 – Oct 2024

Roles and Responsibilities:

- As a recruitment professional, guiding candidates and hiring managers through the whole recruiting process. Work with a team using cutting-edge methods for job posting, recruitment, sourcing, selection, interviewing, offering, and closing.
- Developed and implemented talent acquisition strategy through process definition, consistency, and optimization. Developed innovative, cost-effective sourcing techniques. Developed a strong talent pipeline for often-hired roles in the assigned group.
- Recruitment of IT and Non IT in technologies such as Java, Core Java, C#, Angular, React JS, Node JS, Salesforce, PHP, Microservices, Oracle, Automation, iOS Developer, Android Developer, React Developer, etc.
- Worked on proactively generating candidate pipelines through a range of sourcing channels for all open requisitions, utilizing the most effective and cost-efficient sourcing methods available.

Company Name: DiamondPick
Role: TA Executive
Clients: Wipro ,HCL, Ciklum
Timeline: Jul 2021 -Mar 2023

Responsibilities:
- Handling End to End Recruitment process.
- Sourcing the candidates from job portal like Naukri, monster etc.,
- Short-listing the candidates according to job description given by the client.
- Scheduling the candidates for interview with the panel once the profile gets short-listed.
- Collects feedback from interviewers and informing the same to the candidates.
- Building good relation with the candidate and maintaining database.
- Checking the Quality and suitability of the CV as per the client requirement.
- Posting/Mass mailing the requirement in various job portals.

Company Name: HCL
Role: Junior Associate
Clients: Experian
Timeline: Nov 2019- Jun 2021

Responsibilities:

- Collected data and developed detailed spreadsheets to identify trends and create revenue, profitability and expense forecasts.
- Reviewed financial reports and streamlined operations to increase productivity and company profits

IT skills sourced for:

Testing: Manual, Automation (QTP), performance (Load runner), ETL testing, selenium with java.

Data Warehousing: Cognos, Big Data, Hadoop, Informatica, Teradata, DataStage

Microsoft Technologies: VB.Net, ASP.Net, C#, SharePoint, MS CRM Dynamics.

Java Technologies: J2EE, Core java, JSF, spring boot, Web services, Angular js, React js, Hibernate, Struts, apache Tomcat, SOA.

Database Administration: Oracle DBA, SQL DBA, Sybase DBA, DB2 DBA, MYSQL.

Infrastructure Management: Networking/ Security

Cloud Technologies: Devops, Azure, AWS, Sales force, Google.

RPA Tools: Blueprism, UI Path, Automation Anywhere.

Sap Technologies: Sap ABAP, Sap BASIS.

EDUCATIONAL QUALIFICATION:

MBA in HR From Bhartidasan University
BCom In Commerce From Madras University

Key Achievements:

- Successfully filled over 50+ positions remotely within tight timelines.
- Built a high-quality talent pipeline for recurring roles.
- Received positive candidate feedback and high hiring manager satisfaction scores.