

Rakshita_Galathiya

TALENT ACQUISITION

To achieve higher growth through continuous learning and keep myself dynamic, visionary, and competitive in changing industrial scenarios.

PROFESSIONAL SUMMARY

HR Talent Acquisition Professionals with 4+ years of experience across multiple verticals. Specializing in sourcing, HR administration, and diversity, equity, and inclusion A proven track record of collaborating with human resources and cross-functional teams to execute diversity recruiting initiatives and drive organizational development and growth for enterprise technology companies.



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EDUCATION

MBA Running, Ahmedabad

B.COM – Saurashtra University Rajkot

HSC – GSEB

SSC – GSEB

SKILLS KNOWLEDGE

Recruitment strategies

IT – NOT IT Recruitment

Decision Making

Candidate Sourcing

Communication

Leadership

Management

5S Methodology

LANGUAGE

ENGLISH

HINDI

GUJRATI

EXPERIENCE



JMS Advisory - June 2022 to till

Sr. Talent Acquisition IT – Non IT Sourcing

Workforce planning

Job Analysis and Description

Sourcing Candidates (Naukri, LinkedIn, Found it, Indeed Etc)

Candidate Screening

Interviewing scheduling to On boarding

Feedback and communication



Client Handling



SAJJ Décor – Dec. 2019 to May 2022

- Administration with Digital Marketing Executive

Handling across Multiple Work

Handling Digital Marketing Part Make Post, and handling Social media Account with E-commerce site.

Handling India Mart Portal for Inside sales in pan India

Handling Client, whole company data, stock, out-in word

Also, Handling Freight Management pan India.

As well as Non IT Recruitment.



ACHIVEMENT CERTIFICATION

HRMS Certificate from Great Learning

Creative Newspaper – Divyabhashkar

5S Methodology certificate

● **KRISH Consultancy** – Nov. 2017 to Nov. 2019

- Recruitment Executive (NON IT

& IT) Handling Client

Feedback and communication

Candidate Screening

Sourcing Candidates (Times job, Naukri, Found it, indeed, waking interview Etc)

Identifying Vacancies, Post open Job Scrutinizing, Pre-screening & Tele-Interviewing the Candidate and Match

● Applicant with Open Positions background and reference checks, extend offering and employee on Boarding.

I declare that all the information given in my application is to the best of my knowledge and belief, true and correct.