# DivyanshGiri

Meticulous, Innovative, Perceptive.







Ghansoli, Navi Mumbai



+91 8171701117



divyansh037@gmail.com

### CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

### SKILLS/SOFTWARE

Interpersonal Skills
Leadership Skills
Microsoft Suits
Recruitment
HR Generalist
Auto cadd and Solid works



### **EDUCATION**

Degree/Grade	Institution	Year	Marks
B.tech Mechanical	Shivalik college of Engineering, Dehradun	2016- 2020	70.3%
12 <sup>th</sup> standard	Kendriya Vidyalaya No.2 Delhi cant.	2016	60.6%
10 <sup>th</sup> standard	Kendriya Vidyalaya Air force station, Thanjavur	2014	68.4%

#### WORK EXPERIENCE

### **Rigved Technologies**

(Dec 2022 to Present)

### **Talent Acquisition Executive**

- Handing end-to-end domestic recruitment in contract, contract to hire and permanent requirements.
- Starting from sourcing, first touch point call, basic details, salary negotiation, editing and sharing profiles, arranging interviews, client handling, CTC approval, drafting offer letters and on-boarding.
- Apart from TA role I share responsibilities of HR Generalist.
  Those are-
  - Project Planning and Presentation
  - Employee Branding
  - Induction and exit formalities
  - Training and Development
  - Employee Engagement
  - Event Management

### **Project: Mission 98**

- Being assigned to check the scope of the project.
- Job Analysis was done based on job descriptions provided by the client. Made a Power point presentation and presented it to the higher authorities like CEO and CTO.
- Being responsible for the hiring of 98 Vacancies for one largest international bank which lies under the Fortune 150 ranks.
- Built the project from scratch starting from understanding the requirements, and sourcing and screening the profiles from different Applicant tracking systems like Naukri Resdex Search, Job Posting, LinkedIn, and Foundit.
- Coordinating with clients for Interviews, feedback, or any updates.
- Apart from end-to-end recruitment, I was responsible for Background Verification for some candidates.

## COURSES/CERTIFICATES

- Naukri Maestro Recruiter Program
- Human Resource Management course from Great Learning
- Got "Kudos Award" from Mindlance for getting offer through recruiting within the first month of working
- Becoming a recruitment and selection specialist from Udemy
- Lean Six Sigma Champion and White Belt Training from Udemy
- Smart English Basics for Professional course from Great Learning
- Auto Cad course from Cadd centre, Mumbai
- Energy resource management from Advanced Education Institute

#### **PROJECT**

**Bitty Bike**— a bike designed and fabricated for the future

- An electric bike which is compact, fast and economic for the environment.
- Since it works on renewable energy it does not produce any pollution and will be ideal for the Hybrid era.
- It has very low maintenance cost because of its compact design.
- To know more about the project please scan the top left bar code.

### **WORK EXPERIENCE**

### Mindlance

(Jan 2022 to Dec 2022)

#### **US IT Recruiter**

- Being responsible for full life cycle US recruiting for Fortune 500 clients in all phases of IT recruitment.
- Sourcing Candidates from different ATS (Applicant Tracking System) like JobDiva, Dice, Monster, Career Builder and LinkedIn.
- Contacting candidates through e-mails and phone calls while doing regular follow-up with candidate.
- Dropping Voice Mails for each individual candidate followed by SMS and a mail.

### **INTERNSHIP**

### **Viraj Profiles**

(1/7/2019 to 21/7/2019)

- Completed comprehensive industrial training in stainless steel production and safety management.
- Acquired expertise in stainless steel manufacturing processes and safety protocols.
- Skilled in quality control, testing methods, and surface finishing techniques.
- Knowledgeable about workplace safety regulations and hazard identification.
- Received certification upon successful completion of the training.

### **HOBBIES**









I declare that the information given above is true to the best of my knowledge.

Place: Ghansoli, Navi Mumbai

Date:

Signature of Applicant (Divyansh Giri)