

DHRUTI PATEL

Human Resources | Sr. IT Recruiter

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PROFILE

A recruitment specialist, I have managed the entire recruitment and onboarding process, ensuring compliance with laws and regulations. With a passion for education and development, I have also conducted seminars on financial literacy, education, and cybersecurity, empowering individuals with valuable knowledge and skills.

EXPERIENCE

Future Wings Recruitment Consulting Company

Senior IT Recruiter

November 2022 - February 2024

- Created and implemented comprehensive HR policies and an innovative HR system.
- Collaborated with hiring managers to develop detailed IT job descriptions.
- Utilized LinkedIn, Naukri, and Monster to source IT candidates.
- Reviewed resumes to identify candidates meeting technical and professional IT requirements.
- Interviewed to evaluate candidates' technical skills.
- Schedule interviews with hiring managers and other team members.
- Managed the entire recruiting and onboarding process.
- Ensured recruitment practices adhered to laws, regulations, and company policies.
- Conducted exit interviews to gather feedback from departing employees.

INTERNSHIP

Streedhan India, Mumbai

Human Resources Generalist

June 2021 - November 2022

- Manage the recruitment process, including job postings, resume screening, interviewing, and onboarding new hires.
- Assist with performance evaluations, goal setting, and performance improvement plans.
- Conduct exit interviews and manage offboarding procedures for departing intern.

Streedhan India, Mumbai

Content Writer

April 2021 - August 2021

- Women Empowerment
- Difficulties faced by women on daily bases
- Equality
- Myths about Menstruation.

Cognizavest

Organizational Psychology

- Ensuring the physical and mental well-being of employees.
- Studying and understanding human behavior in the workplace

EDUCATION

2022-2024 | MIT

PGDM
Human Resources

2019-2022 | SIES COLLEGE

BA - English Literature

2017-2019 | MODEL COLLEGE

Higher Secondary Certificate

2004-2017 | SISTER NIVEDITA

Secondary School Certificate

CLUB MEMBER

Rotaract Club of Dombivli Suncity

- Conduct Seminars on:
- 1. Financial Literacy
- 2. Education
- 3. Cybersecurity

SKILLS

- Teamwork
- Quick Learner
- Time Management
- Leadership
- Critical Thinking

CERTIFICATIONS

- Microsoft Office
- Adobe Photoshop
- Adobe Canva
- Foreign Language : German
- Tally

LANGUAGES

- | | |
|-----------|------------|
| • English | • Marathi |
| • Hindi | • Gujarati |