



# MONIKA SANGHVI

## Talent Acquisition Specialist

I'm Monika Sanghvi, Talent Acquisition Specialist with 5 years experience. I have extensive experience with bulk hiring managing end to end recruitment and expertise in high volume recruitment.

### EDUCATION

2019 - 2021

Himalayan Garhwal University

- Bachelor Degree In Commerce

Post Graduation

- MBA in Finance (Pursuing ) NMIMS

### SKILL

- Recruitment: Sourcing, Screening, Scheduling, Reviewing, Resume Formatting ATS: Job Diva, CATS  
Job Board: Monster, CareerBuilder, Naukri, Indeed, CutShort, LinkedIn Recruiter  
Technical Understandings: JAVA, JavaScript, PHP, .Net, Testing, Python, Embedded software

### EXPERIENCE

May 2022 - Present

Black Turtle Pvt Ltd

HR Consultant

- Accountable for Non IT hiring which includes domains like US Mortgage, BFSI, Investment Banking research, healthcare, digital marketing, and BPM.
- Proficient in managing Talent acquisition life cycle process such as sourcing profiles, screening, interview scheduling, interview coordination, client management, offer process till final joining.
- Worked with clients like Nomura, HSBC, Crisil, Standard Chartered Bank, KPMG, NAB, Wipro, Genpact, Pepsi, Wells Fargo, MUFG Bank, BNP Paribas, Apollo, UBS. Sutherland Global,
- Executing search through Job portals- Naukri, Monsters, LinkedIn.
- Proficient in handling recruitment from junior, mid to senior level
- Analyze the client's requirements and identify the best ways to source talent
- Source relevant profiles from different channels.
- Coordinating with different levels of interviews with clients.

## CONTACT

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- Aburoad, Rajasthan

## RECENT ROLES

Non IT Roles worked for :  
Equity Research, Credit Risk,  
Credit Rating, Product Control,  
Underwriting, Banking  
Operations, Financial Crime etc

## EXPERIENCE

May 2021 - Dec 2021  
Kalibre Global konnects, Man  
power

Recruitment Executive

Responsibilities :-

- Understanding and analyzing the requirements from clients.
- Sourcing candidates for using Indeed, Naukri, LinkedIn & CutShort.
- Proficient in analyzing requirements, Boolean search (technical keyword search), and mapping of the resumes. Requirements I worked for are Full stack developer, DevOps engineer, sr. JAVA developer, Team lead - PHP, ASP.Net Developer, SEO Executive, Digital Marketing Executive etc.
- Handling intern's day to day activities and mentoring them for 360-degree recruitment.
- Client coordination is a part of my role in the domestic region including legal contract draft and invoice generation.
- Worked with business heads of different countries to lead generation and client coordination.

## EXPERIENCE

June 2018 - August 2020  
FFEC PVT LTD, E COMMERCE

### Hr Manager

- Responsibilities:
- End to End Recruitment (Internal )
- Sourcing Candidates from job portals (Timesjobs, LinkedIn, Naukri)
- Conducting all rounds of interview.
- Contacting suitable candidates sourced from job portals over the phone and e-mail, coordinating between candidates for scheduling of interviews
- Completing process from hiring to on boarding.
- Salary negotiation with candidates
- Employee engagement activities
- Responsible for Issuing of letters such as - Offer Letter,
- Appointment Letter, Experience certificate, Acceptance of resignation, Full and final settlement etc

## OTHER INFO

Looking for Remote job only