

# Disha Shah

RESOURCE SPECIALIST

Having more than 2.5 years of experience in the talent acquisition, handling the complete recruitment process for the open mandates of various industries at PAN INDIA level as well as for overseas countries.

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Current location: Ahmedabad, Gujarat

D.O.B: 13<sup>th</sup> November 1994

## Career Objective:

To work in a dynamic and growing organization for developing expertise in the field of human capital by leveraging my analytical, logical and problem solving skills and contributing towards the success and profitability of the organization.

## Skills & Expertise:

- Strong communication
- Strong networking & Relationship building skills
- Time-Management Skills
- Data-driven mentality
- Natural curiosity
- Motivated & Persistent
- Multitasking Skills
- Patience & TAT oriented

## Work Experience:

**Company Name:** Forret India Pvt. Ltd.

**Designation:** Resource Specialist (GLOBAL)

**Tenure:** From May 2018 - Present

### About Company:

Forret India was founded in 2008 with a strong perspective of providing better services and quality staff to customers. Forret India is one of the India's leading providers of executive search consulting services. The organization has rapidly advanced towards excellence by providing credible Placement Consultancy and Recruitment Services. Inspired by the positive feedbacks of Employers as well as the Employees, placed by us, we aim to act as a bridge between them and help in building a long lasting and mutually profitable professional relationship among them.

## Job Profile:

- ✚ Handling the entire recruitment cycle which starts with the understanding of job description and ends at the completion of probation period of the candidates.
- ✚ Doing the talent acquisition for the various industries; BFSI, FMCG, Textile, Chemical, Hospitality, Medical, Mfg. and many others.
- ✚ Handling the different domains like sales & Marketing, SBU, Product Development, Production, Teaching, Nursing, Finance, Operations, logistics, Human capital and many more.
- ✚ Understanding the company's talent acquisition strategies and sourcing profiles which match the expected job responsibilities and business requirements.
- ✚ Sourcing relevant profiles from various job portals and social networking sites.
- ✚ Sourcing the passive candidates through references and head hunting.
- ✚ Posting the requirements in the attractive ways on the job portals, social networking site and on the company's career page.

- ✚ Filtering the posting reverts.
- ✚ Screening the profiles through telephonic interview as per the JD and roles provided.
- ✚ Shortlisting of the candidates on the basis of their current KRAs, skills, achievements and willingness.
- ✚ Maintaining trackers, records and documentations.
- ✚ Scheduling the interviews of the shortlisted candidates on the dates provided by the clients. Also responsible for the managing good appearance ration of the interview.
- ✚ Providing feedbacks to the candidates.
- ✚ Follow up with the short listed candidates for the further joining process.
- ✚ Responsible to submit the asked documents of the candidates by the clients in given time to generate offer letter and for the reference check.
- ✚ Negotiating salary of the selected/prospective candidates.
- ✚ Collecting offer letter and resignation proof from the candidates.
- ✚ Regular follow up with the candidates till their joining.
- ✚ Liable to maintain the number of daily calls and profile sharing.
- ✚ Responsible to achieve monthly, quarterly and yearly targets.
- ✚ Taking regular follow-ups with the joined candidates till the completion of their probation period.
- ✚ Sharing weekly productivity report to the team leader to measure the productivity and efficiency.
- ✚ Keeping all the records and details of candidates in the company's software as well as in MIS.
- ✚ Giving training for the calling, screening and record maintenance to the new team members.

#### Achievements:

- ✓ Received "Sport- Light" award in the fresher category for the year 2018-19.
- ✓ Closed two AVP level profiles in the same month- First time in the Company's history for Banking Domain.
- ✓ Became an Employee of the month more than 4 times in the timespan with 601% which is highest score till the date.
- ✓ Became "Trend Setter" in getting Appreciation mails from the candidates.
- ✓ Maintained 0% joining drop-out ration for the year 2019-20.
- ✓ Have opened 4 new locations for Banking Domain: Goa, Delhi, Mumbai and Pune.
- ✓ Secured the 1<sup>st</sup> position in EMPLOYEE OF THE YEAR.

#### Academic Credentials:

Name of Exam	University /Institute	Year of Passing
LLB	I.M Nanawati Law Collage	Pursuing
PGDM-HR	B.K school of Management	April-2018
M.Com	Gujarat University	April -2017
B.com	Gujarat University	April-2015

#### Empirical & Ambition:

Self-motivated and self-driven individual who works in systematic manner with a team to achieve personal as well as team target. Looking forward to work with an organization for the betterment of the GLOBAL HUMAN CAPITALS by keeping the very important and basic aspect of human resource i.e. "A RIGHT MAN FOR A RIGHT JOB" In the center.