



Chandni Ba Vaghela

Ahmedabad

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Objective

Secure a responsible career opportunity to fully utilise my training and skills, while making a significant contribution to the success of the company. A dedicated individual guiding professionals to grow and explore their careers in Australia based KPOs. Having expertise in accounting and financial recruitment with strong leadership and interpersonal skills. Since May 2022 I have personally sourced over thousands of candidates and presented them to the employers. I am always eager to hear from both jobseekers and employers, so feel free to get in touch with me to discuss job openings or recruitment solutions.

Experience

- VRecruit First HR Solutions Pvt. Ltd** May 2022 - Present
Team Lead - Specialized in Australian Accounting Recruitment
Team Leader (Nov 2022 - to present)
 1. Communicating with clients to understand their staffing requirements.
 2. Develop and Implementing a timeline to achieve targets.
 3. Delegate tasks to team members.
 4. Reviewing profiles before sharing with hiring managers.
 5. Coordinating with hiring managers regarding scheduling of the interviews.
 6. Maintaining MIS Reports and database for clients and candidates.
 7. Conducting one to one meetings with team members to maximize their potential.
 8. Engaging in initiatives to promote the well-being of the team.
 9. Proficient in utilizing MS Excel, as well as platforms like Naukri, LinkedIn, and Indeed.
- HR Recruiter (May 2022 - Oct 2022)**
 1. Job posts in various portals like Indeed, Naukri, LinkedIn etc as and when required.
 2. Sourcing potential candidates and screening resumes, application forms.
 3. Shortlist the candidates.
 4. Scheduling interviews
 5. Build a candidate relationship.
 6. Taking regular follow-ups right from sharing candidates profiles with the companies till the joining of the candidates.
 7. Communicating with the candidates in case of any concerns or queries.

Education

- Air Force School** 2014
10th Standard
92%
- Air Force School** 2016
12th Standard
92%
- H.L College of Commerce** 2019
B.COM
84%
- IIBMS** 2021
MBA(HR)
78%

Skills

- Team Building Decision Making Networking Strong Verbal And Written Communication Skills

Achievements & Awards

- Scored 2nd rank in Class 12th standard
- Scored 1st rank in Economics in FY B.COM
- CCC certificate

Personal Details

- Date of Birth : 15/08/1998
- Marital Status : Single
- Gender : Female