

ABOUT ME

Talent Acquisition executive (IT recruiter) with an exposure in end to end recruitment, negotiation, understanding of IT, Non-IT. MBA graduate major in HR and during the 2 years of employment, I have gained experience in Recruitment, HR Operations, Employee Engagement.

- Proficient in counselling the teams and peers, supporting community developments and coordinating HR-related activities.
- Expertise in dealing with different people for various roles.
- Ability to work under pressure, aptitude in problem solving and well-versed in technical skills.
- Soft Skills – Team work, Adaptability, Problem Solving

KEY RESULT AREAS - Human Resource Management • Recruitment and Talent Acquisition • HR Operations • Employee Engagement • Employee Relations • Talent Management

EDUCATION

2021 Master in Business Administration – Human Resource Management (HRM)

GLS University| Ahmedabad

2016 Bachelor of Business Administration – Human Resource Management (HRM)

GLS University| Ahmedabad

WORK EXPERIENCE

Jr. Talent Acquisition Executive |Radixweb |

June 2021 –

Responsibilities:

- Experience as IT & Non IT Recruiter. Working on positions like Dotnet Developers, Nodejs Developers, Vuejs Developers, Business Development Executive, Content Writer, Talent Acquisition Executive.
- Coordinate with hiring managers to identify staffing needs.
- Sourcing Relevant Candidates through online channels.
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews.
- Experience with full-cycle recruiting.
- Familiar with Naukri portal, LinkedIn Recruiter, resume databases and professional networks.
- Assess candidate information, including resumes and contact details, using our Applicant Tracking System.

Talent Acquisition Trainee |Radixweb |

December 2020 – June

Responsibilities:

- Source potential candidates through online channels (e.g. social platforms and professional networks)
- Coordination of Interview line ups, feedback and follow ups
- Carry out sourcing, selecting and scheduling procedures, including screening calls, assessments and in-person interviews.
- Maintain a healthy candidate experience and build the employer brand
- Maintaining Data in the required formats and generating reports on the basis of the same

INTERNSHIP

Intern |Podium systems ltd|

September 2020 - Dec

- Posting job opening
- Reviewing resumes
- Conducting telephonic interview (IT & Non IT)
- Report generation
- Taking follow ups for interview

DISSERTATION | Title: Effects of performance appraisal on employee productivity Dec 2019 – Mar 2020 This paper evaluated twelve past oriented and four future oriented performance appraisal methods and identifies advantages and disadvantages for using each method. It is hoped that this will enable HR managers to select the right method.

EXTRA-CURRICULAR ACTIVITIES

- Certification – Digital marketing | Brandveda

ACHIEVMENT

- Upstar for the month of November 2020 – Certificate for being Ahead of the Curve. (This is for exemplary performance and commitment towards work).

PERSONAL DETAILS - Date of Birth – August 08th, 1998 | **Languages** – English, Hindi, Gujarati,

Address – Dahod, Gujarat
