



Sadaf Bagadia

GDBA(Graduate Diploma in Business Administration)

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Summary:

Skilled professional with experience in recruiting and Staffing, Researching and Sourcing diverse candidates. Successfully delivers results while managing complex and challenging situations. A strong communicator and relationship builder who cultivates authentic business relationships. Loyal, principle-driven professional recognized for positive attitude and impeccable ethics.

Experience:

Assistant Manager- Recruitment at Kairos Establishment Services LLP

December 2018 – Present

- Responsibilities include recruiting candidates of skills for our clients and developing new business for our company and interacting with clients.
- Worked with a variety of requirements from IT, Healthcare and Telecom and Engineering domain etc.
- Expertise in using sourcing tools like LinkedIn, Google (Basic), Career Builder, and Monster, Naukri etc.
- Sourced and Screened candidates resume to the client requirements, to determine the best applicant for the job.
- Negotiated wage rates and benefit packages and other terms and conditions of employment with candidates.
- Gained commitment from candidates for current and future job requirements.
- Prepared candidates for all job interviews by providing detailed information on the company, the hiring manager, our business strategy, department background, job descriptions, and expectations.
- Guide and helped candidates for interviews and start dates to the client site.
- Worked on a special and niche projects to find out the best talents in IT, Healthcare and Telecom and Engineering domain etc.
- Achieving targets day on day and month on month basis as set by the company with focus on maintaining quality and client satisfaction.

Sr. Recruitment Consultant at IMS People

October 2014 - November 2018 (4 Years and 1 Month)

- Responsibilities include recruiting U.S candidates of skills for our clients.
- Worked with a variety of requirements from IT, Healthcare and Telecom and Engineering domain etc.
- Expertise in using sourcing tools like LinkedIn, Google, Career Builder, and Monster etc.
- Sourced and Screened candidates resume to the client requirements, to determine the best applicant

- for the job.
- Negotiated wage rates and benefit packages and other terms and conditions of employment with candidates.
- Gained commitment from candidates for current and future job requirements.
- Underwent full recruitment life cycle with the candidates.
- Maintained a professional and consistent relationship with the clients/candidates.
- Prepared candidates for all job interviews by providing detailed information on the company, the hiring manager, our business strategy, department background, job descriptions, and expectations.
- Worked on a special and niche projects to find out the best talents in IT, Healthcare and Telecom and Engineering domain etc.
- Prepare detailed Daily, Weekly and Monthly Reports and prepare weekly Synopsis to share with Senior management.
- Keep Track of Daily Work and client's requirements.
- Interact with client daily to get Updates and Feedback. Also, co-ordinate with client for Doubts and queries if any.

Process Associate at Ascendum Solutions

May 2013 - January 2014

- Responsible for initial audit of mortgage loan application, need to process and work as qualifier of loan documents submitted by the loan applicant.
- Need to verify and check docs like, Bank Statements, Tax Statements, Income Proof, Paystub etc. need to qualify the loan docs following the guidelines set by the clients.

Easy Transcription & Software Pvt Ltd.

Allocation and Back Office Executive

April 2010 - August 2012

- Managing Total work load. Handling and managing Vendors pan Indian, also take care of the Targets for the Medical Transcriptionist, QA's and Editors.
- Interacting with US team if needed and preparing daily, weekly and monthly reports.
- Took care of all allocation work also maintaining and taking care of Chennai office work load and allocating total work to Chennai office.
- Responsible for Vendor Management PAN India Level.

Honors and Awards

Top Performing Source/Lead Generator- July 2016- IMS People.

Education

National Institute of Management

Graduate Diploma in Business Administration, Business Administration, 2005 – 2008

General Certification

IELTS (6.5 Band) 2016 – British Council

Ankur High School

HSC, Accounts, 2003 - 2005

Activities and Societies: Sports, Volley Ball

Trinity English School

SSC, All Subjects, 1989 - 2003

Activities and Societies: Sports team and different cultural committee members.