

SAHITYI PATOLE

SUMMARY

HR Manager with 1.5 years of experience in leadership hiring. Demonstrates excellent relationship-building, multitasking, and decision-making skills.

EXPERIENCE

Asst. Manager-HR, Talent Acquisition, 02/2023 - Current

DELHIVERY - Goa, India

- Leveraged LinkedIn & Naukri portal as a strategic sourcing partner for improved job postings, sourcing, screening applications with focus on reducing TAT cost
- Spearheaded panel interviews, salary negotiations, psychometric assessments, offer generation with strong adherence to hiring policy and audit procedures for 25+ roles (200+ onboardings)
- Collaborated with department heads to identify talent needs
- Executed responsibilities across diverse departments such as Training, Revenue Assurance, Finance, Legal & Secretarial, IT Operations, Engineering & Commercial, Network & Design, Office of the CEO, Administration, and DFS Orion
- Achieved a very low offer drop rate of 6% while spearheading end-to-end recruitment processes for leadership, senior, and middle management positions, including niche roles
- Owned end to end process for Internal Job Posting (IJP) while limiting internal talent churn, and released over 50+ IJPs till date
- Analyzed manpower requirement while coordinating with HODs, preparing detailed organization structures, drafting JDs and KRAs
- Utilized Darwinbox to release and track offers and to maintain candidate MIS
- Led the hiring process for Delhivery training department by hiring 50+ Trainers (across all levels) in a short span of 3 months

Talent Acquisition Intern, 03/2022 - 06/2022

DTDC - Bangalore, India

- Executed candidate sourcing strategies through hiring portals like Naukri, LinkedIn, IIM Jobs, Shine.com and targeted campus recruitment initiatives in collaboration with B-Schools
- Effectively recruited and onboarded 10 candidates across entry and mid-level positions, ensuring seamless integration into the team and organization.



CONTACT

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SKILLS

- HR Analytics
 - Creating Analytical Dashboards using Power BI
 - Managing Talent
 - Hiring & Onboarding
 - Negotiation
 - Stakeholder Management
 - Employee benefits management
 - Compensation and benefits
 - Diversity and Inclusion
 - Recruitment Strategies
 - Employee evaluations
 - Performance Management
 - HRIS software
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LANGUAGES

English: First Language

Hindi:

C2

Proficient (C2)

Human Resource Intern, 01/2022 - 03/2022

People Business Consulting - Bangalore, India

- Leadership Development: worked on a project (SLDP-2) in partnership with IIM-Bangalore from scratch and planned on creating modules to steer the participants to achieve improbable business performance
 - Employer Branding: Worked on analysing the DEI practices for various firms like Infosys, Hexaware.
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EDUCATION AND TRAINING

MBA-HR

Symbiosis Institute of Business Management

- Secured first prize for an event named- HR through your lens
- Secured second position in Inceptive 2.0 event organized by Operations Club

B.Tech. in Computer Science Engineering

YCCE (Yeshwantrao Chavan College of Engineering)

- Designed a tool which classifies twitter data into sentiments Using sentimental analysis in R language
 - Bagged 1st position in Intra-College Debate Competition Aarunya 18.0
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EXTRA CURRICULARS

- First position in Freestyle & Backstroke District level Swimming, Mumbai
 - Cleared four exams of Bharatanatyam with distinction in each
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CERTIFICATIONS

- HR for People Managers- University of Minnesota (Coursera)
- HR Analytics- Build an HR Dashboard using Power BI- Coursera Project
- Hiring & Onboarding Employees with ClickUp- Coursera Project Network

Marathi:

C2

Proficient (C2)

ACCOMPLISHMENTS

- Appreciated by Directors & Vice President for single handedly closing 52+ Training Department positions (mid & senior level) in 2 months tenure.
- Awarded first position in the 'HR Through your lens' competition held in SIU.