AARTI KAD

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PROFILE SUMMARY

Talent Acquisition Associate with 3 years of hands-on experience in IT recruitment. I am passionate about connecting talented individuals with opportunities that align with their skills and career goals. My role involves creating detailed job descriptions, conducting thorough interviews, and overseeing the entire recruitment process. Working in fast-paced environments, leveraging innovative sourcing strategies and job boards to identify top talent. Focused on relationship-building and details, I ensure a smooth and positive experience for candidates and hiring teams.

EXPERIENCE

Left Right Mind   **Talent Acquisition Associate | Jun 2022- Present**

- Conducted full-cycle recruitment for diverse **technical and non-technical roles** across departments, including **Technology**(Front-end/Back-end/Full-Stack), **Design**(UI/UX/Graphic), **QA, Marketing, Sales, and Solutions.**
- Collaborated closely with hiring managers to understand **job requirements**, define hiring needs, and craft compelling job descriptions while developing **sourcing strategies** to attract top talent.
- Sourced candidates through **job boards, social media platforms, professional networks, employee referrals**, and targeted recruitment campaigns to build a robust talent pipeline.
- **Screened and shortlisted** resumes using ATS and manual methods to enhance screening efficiency and ensure alignment with job criteria.
- Conducted comprehensive **pre-screening** calls, evaluating candidates' communication, technical skills, behavioral traits, and cultural fit to ensure strong alignment with role and company values.
- Coordinated **interview processes (phone, video, or in-person)** seamlessly, managing schedules for hiring managers and providing a positive **candidate experience.**
- Administered **technical assessments** using an online platform for skill evaluation, which reduced the need for extensive post-hire training.
- Facilitated smooth **on-boarding processes**, including documentation, induction programs, and team integration, contributing to improved retention rates and faster productivity.
- Maintained accurate data in **ATS**, ensuring compliance with hiring standards and data integrity for tracking **recruitment metrics and reporting.**
- Analyzed recruitment **KPIs** (time-to-fill, cost-per-hire, offer acceptance rate) to refine strategies, streamline processes, and address inefficiencies, resulting in measurable improvements.
- Recommended competitive salary packages in collaboration with hiring managers, ensuring alignment with organizational budget constraints while balancing market trends and maintaining **candidate satisfaction.**
- Enhanced the candidate experience by implementing employer **branding initiatives, prioritizing diversity, equity, and inclusion**, and engaging candidates throughout the recruitment life-cycle.
- Managed recruitment **vendors and stakeholders** for **large-scale hiring drives,** ensuring alignment with organizational talent acquisition goals.
- Organized **campus hiring drives**, recruiting top-tier fresh graduates, and strengthening the company's talent pipeline for future requirements.
- Mentored new recruiters, sharing best practices and improving team efficiency in talent acquisition.
- Developed and presented recruitment reports to stakeholders, providing insights on hiring trends, challenges, and successes to support data-driven decisions.

Left Right Mind   **Talent Intern and Trainee | Nov 2021- May 2022**

- **Prepare Recruitment Reports:** Developed and organised documentation for meetings and presentations.
- **Coordinate Recruitment Events:** Helped organize and participate in career fairs and networking events.
- **Participate in Training:** Engaged in programs to enhance talent acquisition and HR skills.
- **Support Job Descriptions:** Assisted in drafting and updating job descriptions.
- **Collect Feedback:** Gathered and analyzed feedback from candidates and hiring managers.
- **Maintain Talent Pools:** Built and maintained talent pools for future hiring needs

EDUCATION

- **Savitribai Phule Pune University**
  Bachelor of Computer Application (2016-2019)

- **Savitribai Phule Pune University**
  Master of Business Administration (Human Resource Management) (2019-2021)

SKILLS

- **Technical Skills-** MS Word, Excel, PowerPoint, Applicant Tracking Systems (ATS), Zoho
- **Sourcing Tools/Strategies-** LinkedIn Recruiter, Indeed, Monster, Naukri, Head Hunting, Boolean Search
- **Communication Tools-** Microsoft Teams, Zoom, Google Meet
- **Analytical and Management Skills -** Market Research, Stakeholder Management, Employer Branding, Recruitment Metrics and Reports
- **Soft Skills-** Effective Communication, Time Management, Team Collaboration, Adaptability
- **Requirement Handled-** Senior Software Engineers, Technical Solution Architects, Software Developers, Tech Leads, DevOps Engineers, AWS, Java/ PHP/ Dotnet/ React/ Angular Developers, Testing Engineers (Manual and Automation), Sales Associates, Digital Marketers, UI/UX/Graphic Designers, Project Managers, etc.

CERTIFICATIONS

- [Generative AI, Recruiting, and Talent Acquisition](#)

- [HR Foundations: Core Human Resources](#)

PERSONAL INFORMATION

- Date of Birth   - 13/11/1998
- Gender   - Female
- Nationality   - Indian
- Marital Status   - Married
- Languages   - English, Hindi, Marathi
- Address   - Bhumkar Chowk, Wakad, Pune

DECLARATION

I hereby declare that the above information is correct to the best of my knowledge.

DATE   :

PLACE : PUNE   **AARTI KAD**