Mahima Gaur

Delhi, India

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Summary

I have extensive experience in sourcing and recruiting top talent for various industries and roles. My expertise includes candidate screening, conducting interviews, and negotiating job offers. I am skilled in utilizing various recruiting tools and technologies to identify, engage and attract top talent.

Experience

Talent Acquisition Specialist

Mediators Consultants
Feb 2020 - Present (4 years 11 months)

skilled in candidate sourcing, screening, and negotiation. Proficient in utilizing recruitment tools and technologies, managing recruitment metrics, and staying up-to-date with industry trends. Strong communication, organizational, and interpersonal skills to collaborate effectively with hiring managers, and candidates. Committed to providing a positive and seamless candidate experience.

Talent Acquisition
- Sourcing potential candidates through various channels (Naukri, LinkedIn), including job boards, social media, and referrals.
- Build and maintain a talent pipeline for current and future hiring needs

Candidate Screening:
- Conduct initial screening to assess the candidate's qualifications, experience, and cultural fit.
- coordinate and schedule interviews between candidates and hiring managers.
- Proficient in using tools like - zoom, Microsoft Teams, Google Meet etc.

End to End Recruitment Process:
- Managing the recruitment cycle from job posting to successful joining.
- Develop and maintain job descriptions and specifications in collaboration with hiring managers.
- Ensure timely communication with candidates throughout the recruitment process

Reporting:
- Maintaining accurate records of recruitment activities and candidate data.

Team Handling:
- Conduct and Organize training sessions for team members to enhance their sourcing and interviewing skills.
- Ensure the team is updated on the latest recruitment tools and techniques.

Recruitment Technology Support

- Manage and maintain the Applicant Tracking System (ATS) and other recruitment software
- (E.g. TalentRecruit, Indeed Recruiter, IIMJOBS, Monster)
- Perform regular backups and updates of recruitment platforms.
- Maintain and troubleshoot the company's IT infrastructure, including servers, networks, and workstations.
- Collaborate with external vendors for the implementation of new technologies.

Graphic Designer
Dynamic india news today
May 2019 - Nov 2019 (7 months)

Education

DPU DY Patil Institute of Distance Learning
Master of Business Administration, Human Resources Management and Services
2023 - Present

Delhi University
Bachelor of Arts - BA, Political Science and Government
2017 – 2020 – 2ND division

CBSE Board (GOVT GIRLS SENIOR SECONDARY SCHOOL TKD)
Art/Art Studies, General

❖ **Licenses & certifications**
Naukri Maestro Recruiter
Naukri.com issued Sep 2023

❖ **Volunteering**

NGOMarpu Foundation | NGO
Oct 2023 - Nov 2023 · 2 mos

Sampoorna Shiksha Leader
Oct 2021 – Dec 2021
Fund Raising, Network, Social Media Marketing & Awareness. supporting "SAMPOORN SHIKSHA "
Social WorkSocial Work - milaap

StepOneProject
Customer Service Representative
May 2021 - Aug 2021 · 4 mos

Skills

- Executive Search • Talent Management • Organization Skills • Social Media
- Graphic Design • Sourcing
- Negotiation • Technology • Naukri• LinkedIn • Monster