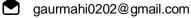
Mahima Gaur

Delhi, India

① Contact No. 9773965455



in linkedin.com/in/mahima-g-02606317a

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 upto-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 $2017 - 2020 - 2^{ND}$ 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