

# EKTA DAGA

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## Objective

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To secure a challenging position in a reputable organization to fully utilize my training and skills, while making a significant contribution to the company and expand my learning, knowledge and skills.

## Work Experience

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**Kizora Software Pvt.Ltd., NAGPUR**

**April 2022 - Jan 2023**

### **Talent Acquisition Specialist**

- Full Life Cycle Recruitment using online recruiting resources like Naukri, LinkedIn, Networking, Referrals and Company Database and independently fulfilling internal requirements across various domain.
- Coordinating with hiring managers to identify the requirements.
- Distributing leads to the team members and coordinating with them throughout the entire recruiting process.
- Plan interview and selection procedures, including screening calls, tests and in-person interviews.
- Taking the approvals from the panel members on the profiles whose interviews has been scheduled.
- Arranging the interviews with the recruiting panel and managers.
- Handling the whole hiring process from lead generation to applicant follow-up.
- Handled activities for employee engagement.
- Managing the Documentation process.
- Carrying out the aptitude test online and organizing the internship drive in the office.
- Designed mass mails and job posting framework.

### **From July 2020 to Jan 2022**

I had done two Freelancing projects related to HR in following companies:

- 1] ANRI Solutions HR Services Pvt. Ltd., Delhi - Nov. 2021
- 2] White Hat Jr., Mumbai - Sept. 2020

**Client : Amdocs**

**Talent Acquisition**

- Full Life Cycle Recruitment using online recruiting resources like Monster, Naukri, Networking, Referrals and Company Database and independently fulfilling internal requirements across various domain.
- Source potential candidates on Niche Platforms, like **PL-SQL Developer, Angular Developer, Mainframe Developer, Software Engineer, Fullstack Developer, Mulesoft Developer, Production Support Engineer, PHP Developer, Python Developer, etc.**
- Coordinate with IT team leaders to forecast department goals and hiring needs and schedule interviews of candidates.
- Compose job offer letters.
- Onboard new hires and taking care of BGV Process.
- Weekly MIS Report.
- Handled recruitment drives and coordinating with the panel team members.
- Attended college career fairs, interacted with students.
- Screen resumes, conduct interviews and perform skills assessment tests for junior positions and internships.
- Report on recruiting metrics after every career event, including number of candidates interviewed and hired.
- Design and place print ads on college campuses.
- Liaise with team leaders to define hiring needs and design internship programs.

**CRBTech Solutions Pvt Ltd., PUNE**

**March 2018 - Nov 2019**

**Corporate Relation Executive**

**March 2018-July 2018**

- Finding the companies (IT & Non-IT) in all over India and to give brief to their HRs about CRBTech, understand their requirements and place our suitable candidates for the job there.
- Handling pre- and post-meeting work such as to prepare meeting agendas, perform research for meetings and manage the diaries and schedules, prepared and delivered monthly reports.
- Liaise with clients and business guests helped to build ability to interact with people from a variety of seniority, cultures and business disciplines.

**HR Recruiter**

**July 2018-April 2019**

- Handled bulk, lateral and volume recruiting in a fast paced, structured environment, adhering to strict deadlines and deliverables by working on niche profiles.
- **Handled the Niche Profiles for clients such as Java Developer, Dot Net Developer, C++, PL-SQL Developer, Machine Learning, etc.**
- Independently fulfilling internal requirements for the Trainers like Mechanical, Civil, etc. and Marketing & Sales profiles.
- Managed full Life Cycle Recruiting using online recruiting resources such as Naukri, LinkedIn, Monster, Shine, company database, etc, supervised training & development of

new hire as well as existing employees along with collecting, compiling & presenting the employees performance on a half-yearly as well as yearly basis.

- **Handled the BSFI client requirements such as Marketing & Sales (from Jr. to Sr. level), Risk Management, Business Analyst, Portfolio Management, Loan Officer and Credit Analyst.**
- Designed mass mails and job posting framework.
- Weekly MIS Report.

#### **HR Executive**

**April 2019-November 2019**

- Held the responsibility for administrative role related to joining and exiting of employees from induction, documentation, orientation, training & development to conducting exit interviews and exit formalities of the employees.
- Handled employee engagement activities, employee grievances, promotion, demotion, termination, payroll & leave management.
- On-boarding the candidate and taking care of BGV (Background Verification) process.

## **Education**

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#### **University of Pune**

**Dr. D.Y. Patil Institute of Management, Ambi, Talegaon, Pune**

*Masters of Business Administration (CGPA: 9)*

*Specialization in Human Resource (HR)*

*Aug 2016-Feb 2018*

#### **University of Nagpur**

**G.S. College of Commerce & Economics**

*Bachelors of Commerce*

*July 2013-May 2016*

#### **Holy Faith Jr. College of Commerce, Hinganghat**

*Higher Secondary Examination (Maharashtra Board) (Aggregate score: 69.67%)*

*April 2012-March 2013*

#### **St. John Convent High School, Hinganghat**

*Secondary School Examination (Maharashtra Board) (Aggregate score: 62.40%)*

*April 2010-March 2011*

## **Achievements**

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- Participated in cricket tournament in annual sport meet, second runner up in dodge ball competition
- Participated in NISM (National Institute of Stock Market)
- Volunteered in campus recruitment program
- Participated in TCS State Level Quiz Competition (Won 2nd prize)

## **Skills and other interest**

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- Language : Fluent in English and Hindi
- Computer Skills : MS Word, MS Excel, MS PowerPoint
- Passionate about swimming, playing carom, badminton, cards and board games