

# Deepali Sinha

7507515650

[deepalisinha74@gmail.com](mailto:deepalisinha74@gmail.com)

## Experience: 6 Years

Sinhagad Road, Pune 411041

### HIGHLIGHTS

- Recruitment Professional with 5+ years of expertise in domains like Manufacturing, Health Care, Clothing & Apparels, Real Estate.
- Working, Innovating & Learning as a Recruitment Consultant in US based manufacturing company and currently responsible for Recruitment, Onboarding, Induction, Offer Generation, Stakeholder Management, Campus Hiring, Campus Recruitment, Medical Process, End to End Co-ordination.
- Exceptional business acumen, office management skills and relationship-building abilities.
- Good social & communication skills with active sync ups & follow ups.

### SKILLS

**Recruitment, Candidate sourcing, Organizational development, Pre-employment screening, Wages and salary, Employee relations, File and records management, Resource planning, Training and development, Talent management, Staffing, Interview Co-ordination (End – End), Change management, Records maintenance, Interviewing, Payroll administrator, Conflict resolution, Benefits and compensation Handling.**

### WORK HISTORY

#### **Cummins India (Deputed through - Korn Ferry ) [Pune]**

Feb 2018 to Present

Recruitment Consultant

#### **Responsibilities:**

- Recruitment, Offer Letter Generation, Identifying and recruiting prospective candidates through various job portals such as 'Naukri' & 'LinkedIn'
- Assessing candidates to ensure qualification match for the given roles
- Present shortlisted candidates & provide detailed profile summary
- Organising and handling Campus Hiring Drives, Lateral Hiring Drives
- Guide invited candidates through the selection process
- Assist the hired candidates through induction
- Perform background verification checks for various types of Campus hires (M.tech, B.tech, Diploma), Lateral, Non – Lateral
- Offer guidance through and facilitate in the negotiation process
- Oversee client relations
- Offered internal and external customers first-rate customer service to maximize satisfaction and business success.
- Built partnerships with diverse internal teams and sales, finance and operations departments to streamline processes.
- Strategized long-term business needs while driving customer feedback for process improvements.
- Researched complex problems and resolved issues in timely manner.
- Responsible for developing and building strong relation with the Hiring Teams/Stake Holders to ensure hiring targets are achieved
- Database management by managing trackers of all levels of candidates.
- Travel Reimbursement, handling interview travel reimbursement for outstation candidates
- Maintaining calendar of seniors for personal/telephonic and face to face interview
- Preparing of offer letter for selected candidates for different roles.

\*Declaration: I hereby declare that all the above information provided is true to the best of my knowledge and will be responsible for my candidature.

Date:

Place: Pune (Deepali Sinha)

**Docplexus Online Services Pvt Ltd [Pune]**

April 2017 to Feb 2018

Hiring Manager

**Responsibilities:**

- Hiring for various positions of Managerial level
- Recruiting candidates for technical skills & understanding the technical requirement and querying the candidate for the same
- Offer Letter Generation
- Identifying and recruiting prospective candidates through various job portals such as 'Naukri' & 'Linkedin'
- Assessing candidates to ensure qualification match for the given roles
- Present shortlisted candidates & provide detailed profile summary
- Organising and handling Campus Hiring Drives, Lateral Hiring Drives
- Guide invited candidates through the selection process
- Assist the hired candidates through induction

**Varsha Talera Studio [Pune]**

Sept 2016 to December 2016

Customer Relationship Manager, Sales and Marketing Manager

**Responsibilities:**

- Handling and delivering designs to stakeholders.
- Lead Generation
- Closely monitoring and improving design and delivery process.
- Managing customers increasing Sales by Marketing on Social Media
- Managing teams to accomplish orders/deliveries,

**Anjali Wadhwani Couture [Pune]**

May 2016 to Sept 2016

Customer Relationship Manager & Store Manager

**Responsibilities:**

- Managing Customer Relations & increasing Sales by Marketing on Social Media
- Designing for clients as per their choice

**Goel Ganga Group [Pune]**

November 2015 to April 2016

Sales Executive

**Responsibilities:**

- Increasing sales by adding innovative ideas within the team
- Learning different techniques of sales for the real estate and executing them as a part of my responsibilities.
- Managing customers increasing Sales by Marketing on Social Media
- Managing teams to accomplish orders/deliveries.
- Organising Fun & Team Events for the employees

\*Declaration: I hereby declare that all the above information provided is true to the best of my knowledge and will be responsible for my candidature.

Date:

Place: Pune (Deepali Sinha)

**Nivedita Saboo Couture [Pune]**

August 2013 to February 2014

Intern

**Responsibilities:**

- Managing Customer Relations & increasing Sales by Marketing on Social Media
- Designing for clients as per their choice

**KADSS Healthcare [Pune]**

2010 Summer Training

**Responsibilities:**

- Managing Customer Relations & increasing Sales by Marketing on Social Media
- Designing for clients as per their choice

**EDUCATION:**

- Bachelor of Commerce from Pune University [Kaveri College of Comm & Sci.]
- XII from Maharashtra State Board [ Kalmadi High School]
- X from Maharashtra State Board [ Kalmadi High School]

\*Declaration: I hereby declare that all the above information provided is true to the best of my knowledge and will be responsible for my candidature.

Date:

Place: Pune (Deepali Sinha)