






VANSHIKA CHAUHAN

Talent Acquisition Specialist

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Social Profile

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-  [vanshik15659082](https://twitter.com/vanshik15659082)

Other Info

Skills

Cheerful disposition, Motivated by problem solving.

Languages

English, Hindi



About Me

Talent Acquisition Specialist 3+ years of experience assisting with and fulfilling organization staffing needs and requirements. My goal is to use my excellent communication and organization skills to achieve the HR initiatives of the company.



Experience

December
2020 - Till date

TECNICA Y PROYECTOS SA (TYP SA) | Talent Acquisition Specialist

- ☞ Maintained ongoing communications with perspective candidates.
- ☞ Implemented efficient recruitment procedures.
- ☞ Coordinated with the hiring managers to identify staffing needs.
- ☞ Developed customized candidate screening lists.
- ☞ Compiled all salary analysis and recommendations to hiring managers.
- ☞ Managed the process of selection and placement of qualified candidates.
- ☞ Extended offers and negotiated with applicants.
- ☞ Conduct first round of Screening, Ensure smooth coordination of Interview.

August 2019 -
September
2020

CHEVRONNE SOFTECH PRIVATE LIMITED | Human Resources Assistant

- ☞ Managing the HRMS system (leave a enhance, payroll, management, travel, performance management, trainings, recruitment).

Interest

Reading, Travelling,

Others

Team work, Succession
Planning

- ☞ Managing end to end recruitment and selection process.
- ☞ Sourcing candidates through referrals, job boards, social media, networks etc.
- ☞ Develop and Implement HR strategies, job initiatives aligned with the overall business strategy.
- ☞ Nurture a positive working environment and facilitate healthy work culture through regular employee Engagement initiatives.
- ☞ Bridge management and employee relations by addressing demands, grievances or any other issues appropriately.

January 2018 - June 2019 **CAREER MOVES CONSULTANT | HR Executive**

- ☞ Screening of the candidates, Conducting telephonic round of the interview and scheduling face to face interview through phone.
- ☞ Responsible for planning, recruiting, training, employee relations, compensation and benefits.
- ☞ Joining formalities i.e. collection of the required documents and issuing offer and appointment letters.
- ☞ Responsible for all day-by-day HR operations.
- ☞ Develop a company culture and focus on quality, development and high performance



Education

- 2016 - 2019 **IGNOU | Bachelor Of Commerce**
- 2020 - 2022 **IGNOU | Master Of Commerce**