



CHANDNI

HR- Talent Acquisition Specialist

ABOUT ME

Having 3.3 years of experience into talent acquisition for IT and non-IT hirings.

Consulting with hiring managers on recruitment needs, developing recruitment selection criteria, and sourcing suitable candidates through a variety of channels.

SKILLS

- Time management and negotiation.
- Data-driven decision-making approach.
- Soft spoken.
- Employee retention management skills

CONTACT

+91 9971774281

Chandni26dec@gmail.com

New Delhi, India

WORK EXPERIENCE

JAYANTO CONSTRUCTION PVT LTD | Jan 2019- Sep. 2021

Talent acquisition Specialist

Roles & Responsibilities:

- Coordinate with hiring managers to identify staffing needs.
- Determine selection criteria.
- Source potential candidates through online channels (e.g., social platforms and professional networks)
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews.
- Assess candidate information, including resumes and contact details, using our Applicant Tracking System
- Design job descriptions and interview questions that reflect each position's requirements.
- Lead employer branding initiatives
- Organize and attend job fairs and recruitment events.
- Forecast quarterly and annual hiring needs by department.
- Foster long-term relationships with past applicants and potential candidates.

MANCER CONSULTING| Jan 2018 – July 2018

MANAGEMENT TRAINEE/IT Recruiter

Roles & Responsibilities:

- Work closely with hiring managers in various departments to define recruitment needs and plan the hiring process.
- Track recruitment KPIs, like time to hire, source of hire and time to fill.
- Manage all communication with candidates from the moment they apply until they get onboard.
- Source candidates on job boards, resume databases, professional networks and through Referrals.
- Interview candidates at various stages of the hiring process (phone screening calls, video interviews and in-person meetings).

LANGUAGES

Hindi: Native

English: Proficient

EDUCATION

2016-2018 | Mandi House - New Delhi, India

PGDM

Bhartiya Vidya Bhavan's Usha & Lakshmi Mittal Institute of Management (BULMIM)

2015 | Greater Noida – Uttar Pradesh, India

Bachelors in business administration

IIMT GROUP OF COLLEGES