

Dimpal Khandelwal

Talent Acquisition Associate | Coditas

Exceptional ability to cultivate strong candidate relationships resulting in quality hires and successful team building.

Pune

9921420769

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EXPERIENCE

Coditas, Pune— *Talent Acquisition Associate*

MARCH 2022 - PRESENT

- ❖ End to End Recruitment, Domestic Recruitment, In house recruitment.
- ❖ Strong understanding of HR policies and procedures.
- ❖ Maintaining Google sheets for candidate's record of data.
- ❖ Skilled in Full Life cycle of recruitment.
- ❖ Attracting passive candidates through mass mail.
- ❖ Developed a recruitment pipeline through referral campaigns, marketing and numerous leads.
- ❖ Advertising job openings on careersite and social media.
- ❖ Managing Recruitment and selection process.
- ❖ Maintaining employee records.
- ❖ Extensive experience in working closely to hiring managers having sound knowledge of staffing policies and procedures.
- ❖ Understanding requirements given by management and working on sourcing quality profiles.
- ❖ Used LinkedIn Recruit, Naukri.com, Hirect and Cutshort for sourcing best quality profiles.
- ❖ Specialist in hiring/staffing for MERN Stack.
- ❖ Screening candidates and application forms.
- ❖ Briefing candidates about organization, salary, JD etc.
- ❖ Updating job descriptions as per requirement.
- ❖ Developing and implementing recruiter strategies.
- ❖ Scheduling and tracking candidates for interviews.
- ❖ Sending offers via email to selected candidates.
- ❖ Answering queries about compensation and benefits to candidates.
- ❖ Responsible for tracking selected candidates until joining the organization.

JD's Worked on- MERN (React + Node), Angular, Web Developer, Flutter, QA Automation, Big Data engineer, Java, Angular and React Bootcamp, Data Science, Big Data Engineer, Data Architect, Node Lead and MERN Stack Lead, UI UX Design Hiring, GCP Data Engineer, Proficient user with Zoho Recruit to maintain the records of candidates (ATS)

Job Portals used- Naukri, Hirect, LinkedIn, Whatsapp, Mass mailing, Cutshort, Monster.

SKILLS

MS Excel

IT Hiring

Recruitment

End to end recruitment

Sourcing

Screening

Onboarding

Post offers employee engagement.

Negotiation

Analytical Skills

HR Policies

Problem solving

Interpersonal skills

LANGUAGES

English- Proficient

Hindi- Proficient

Marathi- Proficient

Marwadi- Proficient

EDUCATION

Sinhgad Business School, Pune— *MBA Finance + HR*

July 2020 - March 2022

Sir Parashurambhau College, Pune— *Bcom*

July 2017 - March 2020