

Dipti Lohar

Recruitment Specialist

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Summary

Dedicated HR Professional with hands-on experience in Recruitment. Recruitment experience in Information Technology and Services and Non-IT space. Have successfully done closures of difficult deals within days. Highly organized and results-driven Recruitment Manager with extensive experience in recruitment.

Experience

Team Lead | 04/2022 – Current

Optimhire - Remote, India

- Developed and maintained the recruitment process, resulting in a streamlined approach to hiring.
- Provided reports for clients on their recruitment/roles, resulting in a high level of client satisfaction.
- Advised clients on appropriate attraction and selection methods for each role, resulting in successful placements.
- Shortlisted and screened candidates, resulting in a high standard of candidate experience.
- Provided guidance and support to the recruitment team, resulting in improved performance and productivity.
- Built and maintained strong relationships with clients, resulting in a high level of customer satisfaction.
- Sourced and recruited candidates through various channels, resulting in a high volume of suitable applications.
- Provided regular updates to clients on the progress of their recruitment campaigns
- Managing end-to-end recruitment for a major vertical from mid to senior leadership roles with a team of recruiters to increase hires and closures.
- Identified training needs of internal Recruiters and Sr Recruiters and monitored their daily performances, redesigned training modules for new hires
- Manage, track, and update the ATS platform leading to 100% candidate process engagement and an efficient recruitment process.
- Develop effective sourcing and recruiting strategies from 'initial HR screening' to the offer closure'. (CV sourcing from my team, screening, interviews, offer discussion, joining).
- Ensure effective Client and candidate management. Collaborate with the hiring team for calibration in an interview process to achieve better conversion ratios.
- Manage team of recruiters, motivate them to work and assist them and ensure to deliver quality work in a decided time.
- Closing, and administrative components involved in full lifecycle recruiting Working on Applicant Tracking System

Assistant Team Lead | 09/2022 – 03/2022

Optimhire - Remote, India

- Managing end-to-end recruitment for a major vertical from mid to senior leadership roles with a team of 10 recruiters.
- Sourcing and screening the candidates at the initial stages to evaluate fitment in terms of responsibilities, compensation and notice period; scheduling the interviews and following up with client for feedback.
- Work under a team lead to manage team productivity
- Provide technical help to team members
- Implement and lead strategic social recruitment strategies that encourage the use of social avenues such as LinkedIn, Indeed, Naukri, monster.com
- Manage team of recruiters, motivate them to work and assist them.
- Manage team and ensure to deliver quality work in a decided time.
- Trained the team on various Active and Passive sourcing techniques
- Involved in the full recruiting life cycle

IT Recruiter | 12/2021 – 08/2022

Optimhire - Remote, India

- IT Recruitment, Screening, Sourcing of CVs
- Expertise in Permanent & Contractual Staffing
- Sourcing CVs from various portals i.e. Monster, Naukri.
- Managing the Recruitment across locations which comprise of:
- The lining-up huge number of first-level technical select candidates
- Identifying and coordinating with the technical panellists
- Implement a cost effective approach in sourcing resume from the portal/networking sites/employee references.
- Execute effective salary negotiations considering the internal parity and market trends/conditions.
- Negotiations on joining bonus, notice buyout & relocations.
- Post-offer query handling & regular follow up with the candidates till the date of joining.
- Attract the high performer's talent and present the same to the business.
- Strong follow-up till joining of candidates in a company.

HR Intern | 07/2020 - 10/2020

Reliance Jio - Remote, India

- RCC Hiring Project, Sourcing of CVs, Pre-boarding
- Offered assistance throughout Recruitment processes.
- Demonstrated exceptional organization and multi-tasking skills to effectively handle multiple projects at once.
- Handling end-to-end recruitment life- cycle (Sourcing profiles, Interview coordination, Salary Negotiation, Generating Offers.
- Generation of profiles from an internal database, referrals, focused Networking, Social and Professional Networking job portals
- Identifying, sourcing & recruiting qualified applicants for highly specialized & niche requirements.

HR Employer Branding | 05/2020 - 07/2020

LUDIFU – Remote

- Basic HR responsibilities, HR management and coordinating with people
- Developed on-going programs using good team communication and collaboration
- Created plans and communicated deadlines to complete projects on time.

Skills

- Applicant Tracking Systems - ATS & Recruiting Software
- Applications: Microsoft Office, PowerPoint, MS Excel
- Recruitment, IT Recruitment
- Salary, benefits and Offer negotiations
- Talent management, People Management, Client Relationship Management
- Database Management, Candidate Sourcing & Screening
- Social Media Recruiting tools, Job Advertising, LinkedIn Recruiter
- Leadership Development
- Advanced Boolean Searches

Achievements

- Awarded as Best TL at Optimhire

Education

Sinhgad Institute of Management | 2021

Master of Business Administration - MBA, Human Resources Development - 81%

- Organized a talent hunt program at college fest

Vidya Pratishthan's Arts, Commerce & Science College – Baramati | 2017

B.Sc (Chemistry) - 80.89%

Vidya Pratishthan's English Medium School | 2014

HSC - 76%

Vidya Pratishthan's English Medium School | 2012

SSC - 76%