

# DEEPIKA SOLANKI

Phone No- +917339735753,  
Email-solankideepika030@gmail.com  
<https://www.linkedin.com/in/deepika-solanki-4b23bb171/>  
Rajasthan - 341505

## Looking Permanent WFH Opportunity

### Professional Summary

I am a seasoned Recruitment Specialist specialized in IT technologies. Worked on **multiple Domains like Education, BFSI, Pharma, Healthcare, BPO etc.**

Self-motivated, dynamic management professional with diverse credentials which combine solid, **7 years of IT RECRUITER** expertise with a strong business background, an ability to work collaboratively, and a commitment to achieving corporate goals. Results-driven manager with the proven ability to motivate personnel to reach desired individual and regional specific company objectives, and creating an atmosphere of exceptional employee morale.

- **7 years of recruiting experience in IT hiring.** Seeking a challenging position in the Recruitment/HR division where I can utilize my background and professionalism, enabling me to contribute to the growth and success of the organization.
- **Expertise in the entire gamut of TA cycle including the key stakeholder's / clients management, interviewing, screening & reference-checking candidates for all across levels**
- Work experience is focused around recruitments for our hiring. Expertise in **Entire Recruitment Life Cycle from understanding the requirements, Sourcing, Screening, scheduling, interviewing, Selection, consulting, Negotiation, Post Offer & after joining Follow up and closing.**
- Strong Communication and Interpersonal skills to maintain effective work relationships with all levels of personnel.
- Unique Differentiators: Disciplined, Optimistic, Adaptable and Continuous Learner.
- Experience in IT industry adept at sourcing and recruiting personnel in numerous technical disciplines and at all levels.
- Experience in handling all IT skills like **SAP, Database, Microsoft, and other Niche skills.**
- Recruit for various senior as well as Niche positions.
- **Client Handling, Salary Negotiation, Executive Hiring, Contract Recruitment, Team Management.** Proficient in recruiting candidates from all levels **Junior Level to Senior Level.**
- Experience in Recruiting for Permanent positions for Multinational corporations. Aware about Recruitment process of **Top MNC'S Like: Walmart, PwC, HPE, Sony, Costco, Sargento, Dell, NetApp, Harrods, Shell India, Conduent, Google, IBM, EY.**

### Key Skills

- Leading It Recruiter ♦ Recruiting ♦ Sourcing the profiles ♦ Screening ♦ Salary Negotiations ♦ Scheduling the interviews ♦ Following up with candidates, Technical Managers & Stakeholder

### Technical Recruiting Expertise

- **Job board used:** Monster.com, LinkedIn Recruiter, Jobsite, Naukri.com India, Placement India
- **Networking Website:** LinkedIn, Facebook, Google search, X-Ray search, GitHub.
- **ATS:** JobDiva, WebPipl, Newton

## Soft Skills

- Motivator
- Communicator
- Innovator
- Collaborator
- Negotiator

## Core Strength

- Product Hiring
- Cloud, IT, Testing, and SAP/ERP Hiring
- Lateral Hiring
- Leadership Hiring
- Client Management
- Stakeholders Management
- People Management
- Team Management
- Startup Hiring

MARCH 2023\* - Present WITH KLPN Digitech PVT LTD - (DEPUTED TO REPLICON)  
Sr. TALENT ACQUISITION EXECUTIVE , BANGALORE



### Job Responsibilities:

- Responsible for end-to-end recruitment life cycle for Global market from Sourcing till onboarding.
- Responsible for managing the recruitment for Enterprise CSM and Implementation BU.
- Using Applicant tracking system called Newton for Maintaining database of candidates.
- Filter out prospects and compile a list of the best candidates.
- Majorly focusing on North America and EMEA market.

MARCH 2022\* – March 2023 WITH ARTECH INFOSYSTEM PVT LTD , NOIDA  
SENIOR TECHNICAL RECRUITER



ROLE: Senior Technical Recruiter

### Job Responsibilities:

- Responsible for end-to-end recruitment life cycle for and domestic market from Sourcing till onboarding.
- Searching and identifying potential candidates from online databases (portals like **Monster India, LinkedIn Recruiter, Naukri.com India**, existing database, online groups, using different extensions for contact details of passive candidates, job posting on different portals and company website, Google search and referrals).
- Hired candidates for **Contract, contract-to-hire (C2H)**
- Understanding the client's requirements in respect of the candidate's profile, job description, CTC range.
- Sourcing from the Database and sourcing candidates from Job portals like **Naukri & Monster**.
- Salary negotiation after selection accordingly and releasing the offer letter and coordinating with joining formalities.
- Skills matching as per job requirements, preliminary screening of the candidates and recommend them for the next round of interviews.
- Salary negotiations and closing leads within a target timeframe

- Using Applicant tracking system called JobDiva for Maintaining database of candidates.
- Self-involvement in preliminary telephonic interviews with candidates to determine their capability, skills and aspirations (position, salary, relocation aspects etc.)
- Coordination for interviews, feedback and selection list and onboarding process.
- Recruited for various Technical, and Leadership positions, niche skills positions in different domains and technologies.
- Successful deployment of IT Manpower for top companies in IT, Oil and gas, domain etc.
- Discussing, understanding and working on requirements independently and creating strong search strings.
- Mentoring and helping new recruiters in the team for process and client understanding.
- Has done placements in various senior and middle level positions, handled Rate negotiations successfully.
- Expertise in Permanent Staffing, contract to hire and contractual staffing and Corporate Experience for IT requirements.
- Handling End to end recruitment (Sourcing, Screening and Scheduling, Follow-up) based on the requirement and technical skills.
- Uploading and maintaining database in **ATS System called JobDiva.**
- Handling multiple requirements / Job Roles at a time and making submittals in stipulated time frame.
- Documentation, verification and releasing of the offer letter.
- Ability to work independently and multi task in a fast paced environment.
- Recruited candidates on Contract roles in India.
- Organized and managed bulk hiring drives for multiple clients for positions varying from entry level to mid-senior level
- Playing Vital role as individual Contributor , giving trainings to new joiners , screening and validating their resumes.
- Initiated contact with the offered candidates and addressed their queries which contributed in better offer conversion ratio for clients.
- Successfully handled negotiation discussions between the clients and candidates.
- Successfully got a closure on each mandate helping the company to generate revenue.
- Roles and Experience in handling hiring across all designations.
- Responsibilities Worked as an individual contributor and managed the -entire recruitment life cycle.
- Ensuring the periodic follow ups with the yet to join – candidates and ensuring their joining on time.
- Possess strong working experience in Mass / Volume hiring.

#### ❖ Rewards & Recognitions

Reward	Year	Rewarded For
Employee of the month	2022	Highest Billing
Thank You Note	2021	Closing all the SAP hirings on given deadline
Employee of the month	2018, 2019	Good Team Player
President Circle Award	2022	Highest Billing
Rookie of the Month	2022	As a new joiner, On-boarded candidate within 30 days

**MAY 2021– MARCH 2022 WITH FIRST CONNECT SOLUTIONS PVT LTD, (DEPUTED TO UST GLOBAL)  
EXECUTIVE RECRUITMENT, HYDERABAD**



**ROLE : Executive Recruitment –  
Duration – Dec 2021 to March 2022**

#### **Job Responsibilities:**

- Managing recruiting initiatives for different clients PAN India.
- Responsible for **SAP Hiring (Both Technical / Functional positions)**
- Experience in **SAP full-life cycle recruiting.**
- Handling end to end Recruitment (0-20 Years) India
- Hands on experience in Contract & Permanent position
- Managed end-to-end recruitment process starting from Sourcing to Onboarding for different business verticals.
- Organized and managed bulk hiring drives for multiple clients for positions varying from entry level to mid-senior level.
- Managed the full life cycle of recruitment for multiple clients.
- Responsible for sourcing candidates from different job portals, social networking sites, employee referrals, and job applicants.
- Have been successful in timely closure of the open requirements without vendor collaboration.
- Played a key role in setting up the team from scratch.
- Daily Interview Tracker (Includes – source, Interview status till HR Round and Offer)
- Implemented innovative strategies for sourcing candidates for critical requirements.
- Sourcing of candidates (Referrals, Portals, LinkedIn, Naukri, Monster)
- Screening and short listing of CV's, Interview scheduling, Interviewing the short-listed candidates and follow up actions thereafter till its closure
- Sourcing of candidates (Referrals, Portals, LinkedIn, Naukri, Monster)
- Gaining a complete understanding of the position in hand with special attention to the Job Descriptions and Job Specifications
- Screening out and scrutinizing the resumes
- Identifying potential candidates and conducting initial screening to evaluate their skills, which include matching with technical requirements, communication, attitude and experience.
- Handling preliminary interviews in order to assess the candidate's ability and negotiation of pay package.
- Participating in review meetings with the team members.
- Developing and maintaining of database on the basis for immediate and future requirement.
- Prepare Daily, Weekly and Monthly reports, maintain database of all the consultants for future use.

**ROLE: IT Recruiter**

**May 2021 to Dec 2021**

### **Job Responsibilities:**

#### **Sourcing: -**

- Have been handling Entry Level, Lateral, Middle & Leadership positions.
- Identifying talent through various sources such as job portals (Naukri.com, Monster.com & Time Jobs), social networking websites (LinkedIn),
- Internal database, employee referrals and networking
- Developed and implemented numerous sourcing strategies including referral
- Generation, position postings, direct sourcing and networking to develop qualified Pool of candidates.

#### **Screening & Short listing: -**

- Briefing the profile and requirement specifications to the candidates, conducting initial screening in order to judge the candidates based on skills and competencies (communication) through telephonic interaction & sharing profiles with clients.

- Scheduling the interviews with the technical panels / Clients and co-ordinate with the candidates. Update the Interview feedback to candidates and responding for their queries.
- Collecting documents from shortlisted candidates & verifying them. Salary negotiation & Pre & Post offer follow ups with candidate till the joining.
- Handling complete Recruitment life cycle Across PAN India.
- Have been handling both Contract & FT requirements (50% - 50%)
- Take caring of my individual (IC role)
- Possess excellent communications and interpersonal skills.
- Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited.
- Expert in taking the order from the seniors and giving the valuable suggestions
- BGV initiation & Handling BGV vendors & reports.

#### **Database Management:**

Maintaining a database of the candidates and the clients to proceed systematically and providing timely response to the client.

**JULY 2016 – MAY 2021 WITH JSR CONSULTANTS, JAIPUR**  
**HR MANAGER**



#### **ROLE: – HR Manager**

- Handling complete recruitment for the Clients involving IT ranging from Entry to VP level.
- Active involvement in end-to-end recruitment process.
- Sourcing professionals at all levels for the practice requirements through various sources channels like (Portals, Social networking sites, LinkedIn, and Employee Referrals, Placement India). Scrutinizing resumes and short-listing candidates from them corresponding to the requirements.
- Coordinating with candidates as well as the Hiring Managers to organize interviews. Ensuring appropriate scheduling and interviewing of candidates and gathering feedback
- Daily Interaction with the manager and getting the requirements.
- Regular meeting with the Hiring Managers and business leaders to discuss the details about the requirements and about their hiring plan.
- Taking the feedback from the Candidate regarding the Interview.
- Coordinating interviews with Line Managers, Salary negotiations, and Reference checks and Joining formalities.
- Follow up until the candidate gets on board and closures have been made.
- Maintaining database of candidate called, rejected and offered for future requirement.
- Maintaining resume databank and weekly, monthly backup
- Major experience into IT Requirements
- Handling C2H & Permanent Positions in Tech requirements.
- Sourcing resumes from various sources which included Referrals, Job portals, ads and Social networking.
- Responsible from initial screening to Salary negotiation and closing.
- Handling initial round of HR telephonic interview in order to judge the candidate's suitability, Attitude, professional qualification, experience, communication etc., before forwarding it to the client
- Sheer competency in working towards tight deadlines to achieve the targets within the deadline.
- Constant follow - up with the technical panelists and managers for on time Interview feedbacks,
- Getting engaged in Client meetings to understand the skills required and role of the resource on

the project.

- Quality check on the Resumes sent from Team Members,
- Obtaining the feedback from the interviewers and analyze the gaps of the feedback.
- Requirements within the specified timeline.
- Overall responsibility for fulfilling demands as per the project necessities of the Business Units & Closing
- Coordinating directly with the Account Managers for the recruitment process.
- Has done placements in various senior and middle level positions, handled Rate negotiations successfully.
- Handled end to end recruitment life cycle – from submission till offer. Followed up with clients on prospective candidates.
- Interacting with the Business Managers and getting the requirements.
- Mentoring and helping new recruiters in the team for process and client understanding.
- Responsible for end-to-end recruitment process, joining formalities & interaction with Manager to understand the hiring requirements for India.
- Searching the right candidates for the position by understanding the requirement of the client
- Manage resume database using in house build intranet system.
- Have Hands on experience in using Automated Tools of Recruiting and Application Tracking Systems

**Client Management: -**

- Interacting with multiple clients' right from the point when the positions open up to Joining.
- Requirement gathering from Clients, understanding Technical requirements given by various clients for their manpower positions.
- Visiting clients every fortnight.
- Co-ordination with the clients and the candidates for the Interviews.
- First point of contact for escalations from the Client and resolving the same.
- Sourcing high-quality candidates to ensure 100% client satisfaction.
- Regular meeting with the Hiring Managers and business leaders to discuss the details about the requirements and about their hiring plan.

**Team Management:**

- Managing a team of 8-10 resources.
- Distribution and allocation of requirement to the team.
- Assisting team to understand the technical requirements & improving the performance.

## Skill Summary

- Excellent Communication Skills
- Excellent Hands on Experience with IT Recruitment.
- Excellent Management Skills
- Excellent Relationship with Employer and Employee
- Excellent negotiating skills
- Conscience

## ACHEIVEMENTS:

- ☐ Worked and closed positions of niche skills: entry level to mid-senior level Like Start from Executive level to CTO level ( Both IT & Non IT Requirement)
- ☐ Received the Appreciation cards for 4 quarters i.e.;
- ☐ You Are Awesome: you closed SAP Security Role, when all were struggling in Q1. 2021 – 2022

## Certifications & Education

Credentials	Year	Institute/Organization/ University
Graduation - BCA	2016	MJRP University
Diploma in Web Designing	2017	Acme India Microsys Pvt Ltd
12 <sup>th</sup>	2013	Raj Public School,
10 <sup>th</sup>	2011	Maharani Girls School

## Personal Details

- **Nationality** : India
- **Year of Birth** : 1995
- **Languages Known** : English, Hindi

## Declaration

I, Deepika Solanki, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Place - Rajasthan

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