

PRATIBHA DASANI

Contact number: +918530525505 Email: pratibhadasani@gmail.com

Profile Summary

Talent Acquisition – Recruiter with **experience**, who is skilled in sourcing, resume screening, team work, interviewing and candidate assessment.

Work Experience

Jobadda

HR Recruiter (Intern)

Sept'2023-Present



- **Understanding** the requirements of the clients.
- **Coordinating** with candidates and clients.
- **Sourcing** for relevant resumes on Naukri, **screening** resumes, interviewing and scheduling for face to face or google meet interview.
- **Finding** various job portals to post jobs and get more response.
- Hiring for **IT** and **Non-IT** profiles – **Mid-Senior** to **Lateral** level.

ConsultBae

HR Recruiter (Intern)

May'23 – Present



- **Conduct** phone-based screening of resumes and candidates for various roles.
- Currently **screening** candidates for tech startups in diverse sectors such as fintech, logistics, IT, AI, cybersecurity, EV vehicles, and agriculture.
- Screened profiles for **positions** including Java Developer, FullStack Developer, Graphics Designer, MIS, Head Trainer, BDM/BDR, HR Associate Director, Regional Sales, and Accountant.
- **Source** candidates from all over India and gather candidate references.
- **Maintain follow-up** communication with candidates throughout the process.
- **Auditing calls** for different clients, helping with the **AI project**.

Entrepreneurship

- **Crafting** exquisite pieces that ignite a sense of wonder, blended with aromatic essences along with molten wax & values in people's life.

Oct'22 – Mar'23



Radiant Refrigeration

Accountant

May'20 – Aug' 22



- **Managing** tally software
- Making bills on the **software**
- **Managing funds** related to business

Kalp Taru Traders Nx

HR-Executive (Generalist)

Feb'19-Feb'20



- **Hire** for sales and accounts profiles.
- **Source** profiles through job portals, referrals, social media, and LinkedIn.
- **Coordinate** with candidates for joining and salary negotiations.
- **Manage** joining formalities and documentation.
- **Promote** business through social media and explore new promotional strategies.
- **Prepare** monthly reports.

Link Talent and Management Services

HR -Executive (Recruitment)

May'18 –Jan'19



- **Conduct** bulk and lateral hiring for BPOs and Lead Generation clients.
- **Source** profiles, coordinate with clients, and advertise job openings.
- Follow up with candidates and clients **throughout the process**.
- Conduct interviews and **prepare** reports.

Gallagher Operations

HR Executive

Feb'16-Aug'16



- **Advertise**, screen and interview candidates.
- **Coordinate** with team leads and managers.
- **Manage** offers, documents, and verifications.
- **Track** candidates and update contracts.
- **Coordinate** campus/off-campus drives.
- Managing **end to end recruitments** till onboarding.

QuicSolv Technologies

Project Trainee-Internship

May'14-Jul'14



- Implementing **effective SEO strategies**
- **Analyzing** competitors' tactics, utilizing on-page and off-page optimization techniques, and **creating engaging content**
- **Enhanced** their online presence and helped them to establish themselves as a trusted brand in the travel industry

Education

Post Graduation, University of Pune (SPPU)

61.47

2013 - 2015

- **College** - Sadhu Vaswani Institute of Management Studies
- Master's in **Business Administration**
- **Specialization** – Human Resource Management
- Certificate in **Six Sigma (Yellow Belt)**



St. Mira's College, University of Pune (SPPU)	57.28	2010 - 2013
<ul style="list-style-type: none"> Bachelor's in Computer Applications of Engineering in Information Technology 		
St. Mira's College, Maharashtra State Board	57.83	2008 - 2010
<ul style="list-style-type: none"> Higher Secondary Certificate – Commerce Masters & Diploma in Information Technology (Grade = 'A') 		
St. Helena's High School, ICSE	57.28	1998 – 2008



Technical Skills

- Softwares** - MS Office, Tally
- Operating System**: Ubuntu, Windows, Vista, Linux

Leadership Experience

- Member** of the student council at college(2016-18)
- Secretary** Of Student Council Committee at college(2018-19)

Talks & Workshops

- Participated in **debate** competitions
- Participated in **speech** competition
- Conducted home **tutions**

Sports

- Participated in gaming competition at local level and **acquired** second position in shotput
- Participated** in badminton at intra college level

Volunteered Work

- Volunteered at a **book store** for 2 months - helped them to create a book club at the store for kids between the age group of 5 years to 7 years
- Taught origami to kids at the **day care center** for 1 month