# SHALAKA DHANAWADE

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***S ummary***

**Talent recruitment and acquisition professional** with experience developing and executing recruiting plans within both agency and in- house settings. Manage all phases of full- cycle recruiting, from initial sourcing and screening through offer negotiations, placement and onboarding. Creatively source high- caliber candidates by leveraging recruiting software, social media, cold calling and employee referrals.

Two years of total experience in IT Recruiting .

- Involved in full cycle Recruitment involving sourcing, identifying, and interviewing, screening and placing personnel in quick turnaround time in permanent positions.

- Having experience in performing needs analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking and verification of offered candidates.

- Possess knowledge of sales and recruiting processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.

- Effectively recruited candidates through Internet research, internal database, referrals, and other strategies

- Understanding the client requirements, coordinating for short listing and screening including preliminary interview of the candidates

- Handled all the IT Technologies involving combination of complex skill sets and rare technologies.

- Extensive experience of Internet Recruiting for candidates and industry leads, pre- screening to quality potential candidates.

- Responsible to understand and analyze the requirements in different domain categories.

- Coordinating, Scheduling & Conducting Interviews.

- Expertise in using job portals like Monster, Naukri etc.

- Keeping Track of Responses & Short listing Profiles.

**Diverse Placements:** Performed professional, technical, executive and managerial recruiting in areas including:

* Skilled Trades
* Project Managers
* IT Professionals
* Finance & Accounting
* Office / Admin Support
* Marketing & Sales
* Department Heads
* Senior Executives

***Technolonogies known:***

* *Java*  *Dotnet*  *C++, , Devops, Microsoft technologies i* *Many niche technolonogies as well like endurlink,Marklogic ect*

## Recruitment Skills

* *Talent Assessment & Acquisition*
* *Candidate Sourcing & Screening*
* *Advanced Boolean Searches*
* *Exempt & Non- Exempt Staffing*
* *Executive Recruiting*
* *High- Volume Staffing*
* *Offer Negotiations*
* *Placement & Onboarding*

## Professional Experience

***Zenith Management Consultants (Wanaowarie, Pune )***

 ***Senior Associate – Talent acquisition- Apr 2016 to September 2018,***

***Dec 2018-Apr2019.***

***Feb 2021- till date.***

* Detailed Job Descriptions
* Job Ads & Online Postings
* Pre- Employment Testing
* Talent Pool Sourcing
* Candidate Pre- Screening
* Behavioral- Based Interviewing
* Reference Checks
* Contract Negotiations
* Orientation & Onboarding

*Roles and responsibilities:.*

* *- Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline.*
* *- Assigned the tasks of utilizing on- line database, candidate referrals, internet and networking to identify potential candidates.*
* *- Assigned the tasks of negotiating offers with candidates to meet target gross margins of the organization.*
* *- Established business contacts in target markets through telemarketing, direct*
* *mail campaigns, trade show participation, and vendor relationships.*
* *- Responsible for recruiting and maintaining good relationship with existing candidates of the organization.*
* *- Performed recruitment tasks by applying the policies, rules and procedures of the organization.*
* *- Responsible for market research and analysis*
* *- Expanded network of the company with large IT groups like Cognizant, Wipro, Amdocs, Siemens, Mentor Graphics etc*

# Soft skills expertise

* + *Excellent communication and interpersonal skills.*
  + *Strong leadership qualities.*
  + *Able to take quick decisions and solve problems.*
  + *Confident, optimistic, hardworking, adjusts with any circumstances.*
  + *Ability to Plan, Organize and Prioritize Work*
  + *Positive work ethic.*
  + *Interpersonal & Motivational, skills.*
  + *Reliability, Flexibility & Adaptability.*
  + *Willingness to take instruction and responsibility.*

# Education

*Savitribai Phule University, Pune*  *M****BA in Human Resource Management, 2012- 2014***

*Declaration*

*I, Ms. Shalaka Snehal Dhanawade, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and I have enclosed all relevant documents along.*