

## Shailja Dalal



### Contact

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### Career Objective

To secure a challenging position that utilizes my experience, while allowing me the opportunity to learn and grow professionally and personally.

### Key Skills

Recruitment & Head hunting

Negotiation Skills

Training & Development

Resource forecasting

Time Management

Strong Work Ethics

Constructive Communication

Strong Listening Skills

Team Player

### Employment History

#### Skillventory | Talent Acquisition Manager

April 2024 – Till Date

- Involved in full recruiting life cycle and end to end recruitment for Electric Vehicle, Automotive R&D, Financial Services, Manufacturing domain.
- Key account management.
- Managing prospect's life cycle

#### Creart | Co-Founder

Nov 2022 – March 2024

End to end interior consulting & turnkey project management firm catering to B2B & B2C clientele.

#### Taurus BPO | Site HR Manager

March 22 – Oct 22

- Handling end-to-end recruitments for bulk & lateral hiring.
- Handle employee grievances and Employee engagement
- Manpower planning with project heads
- Managing annual appraisal cycle & setting up KPI based appraisal system
- Conducting Rewards & Recognitions and RAG Analysis
- Managing employee life cycle
- Performance Management

#### Skillventory | Talent Acquisition Manager

Feb 19 – March 22

- Involved in full recruiting life cycle and end to end recruitment for BFSI/NBFC domain.
- Key account management.
- Pre-screen candidates over the phone to qualify for open requisitions.
- Managing prospect's life cycle

#### MARC Consulting | SAP SD Consultant

Dec 14 – April 18

- Providing Production Support and solving end-user problems in SD with MM/FI
- Timely resolutions of end user Ticket/Issues in Sales and Distribution proactively discuss on critical issues with senior for timely resolution
- Analyzing the problem to provide solution to the user generated error and incidents
- Analyzing the incident tickets and providing permanent solutions

#### Bulwark Technologies | Assistant HR Manager

June 13 – Sep 14

- Managing on campus & off campus recruitments.
- Managing
- Ensuring policy & culture adoptions and adherence through regular training sessions & employee engagement activities.
- Performance management & Employee life cycle management

#### Vision Consultant | Recruitment Executive

Feb 12 – May 13

- Screening and short listing profiles for the required positions through job portals.
- Undertake the various stages of recruitment process, as required by client, to company's quality standards.

### Education

SAP (Sales and Distribution)

ATOS, Delhi

MBA (HR & Marketing)

Indian Institute of Commerce & Trade, Lucknow.

B.Sc. – Maths

CCS University.

### Achievements

- Awarded as the Human Resource Asset of the Year in Year 2015 at Bulwark Technologies.
- Established and lead extremely successful initiative at Bulwark Technologies, called Women Exclusive Cell (WEC) to drive comfortable and secure work culture for female employees.