

Contact

Pune
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(Company)

Top Skills

End to End Recruitment
Management
Stakeholder Management

Languages

English
Hindi
Marathi

Certifications

Tally
Advanced Excel
Tech Recruitment Certified
Professional

Divya Agarwal

Recruitment Relationship Manager at HSBC
Pune

Summary

Human resources

Experience

HSBC

Recruitment Relationship Manager
December 2017 - Present (2 years 9 months)
Pune, Maharashtra, India

Nityo Infotech

HR
May 2015 - September 2017 (2 years 5 months)
Pune Area, India

End to end recruitment: Sourcing, Staffing, and on boarding candidates.
Understanding client requirements and deciding on the recruitment strategy.
Interacting with the client on regular basis and prioritizing requirements as per the billable effective dates.
Sourcing CVs from various channels such as referencing, company's own database, Job Portals i.e. Monster, Naukri, and networking tools such as LinkedIn.
Providing complete, accurate, and inspiring information to candidates about the company and position.
Conducting Drives, Walk-ins and personal interviews.
Arranging technical panels and coordinating at all levels of Interviews.
Responsible for mentoring new team members in the recruitment process and various active requirements.
Planning and structuring of job advertisements on job portals OR Headhunting tools.
Co-coordinating with the company and with candidates after company selects the candidate.
Performing detailed reference checking and/or reference analysis on selected candidates and reviews results with clients.
Maintaining daily/ weekly/monthly reports such as interview status reports, closure reports & feedback reports.

Acting as SPOC for multiple clients and accomplishing the requirements with stipulated TAT.

Education

Savitribai Phule Pune University

Master of Business Administration (M.B.A.), MBA HR · (2012 - 2014)

Dr.D.Y.Patil college

B.Sc, Biotechnology · (2009 - 2012)