

GARIMA PAL

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Professional Summary

Dynamic, result-focused HR professional with a commitment to client services and creative recruitment. Proven six plus years track record of success locating, identifying and closing top candidate talent, with a special emphasis on hard-to-fill positions. Build and maintained candidate relationship to ensure consistent talent pipeline. Proven ability to self-manage multiple positions. Expertise encompasses operational services, performance management, and recruitment and employee relations.

Utilize a collaborative consultative approach and demonstrated a commitment to exceeding client expectations.

Education Qualification

2011 - 2013	Masters of business administration (Human Resource Management minor in Marketing) International School of Management Excellence
2008 - 2011	Bachelor of Commerce (Accounts & Business) DSB Campus, Kumaun University

Certification

2013	Green Belt, Six Sigma, Indian Statistical Institute.
2012	National entrepreneurship network business exercise runners-up.
2015	AHRI Membership
2018	Managing Employee, Fair Work, Ombudsman

Professional Experience

Maternity Leave since Sept 2020

Vestas - wind turbine solutions and services

Talent Sourcing Lead

Dec 2019 – Sept 2020

Responsibilities:

- Work closely with our recruiting team and hiring managers to develop and maintain a strong candidate flow in order to meet hiring goals
- Leverage multiple recruiting sources and internet sourcing techniques to identify candidates
- Work across internal teams while handling multiple requirements, reviewing candidate profiles and updating candidate pool
- Interview and screen potential candidates, all while keeping our ATS up to date
- Partner closely with recruiting and sourcing leaders to positively impact hiring

- Researching market trends, mapping competitors and candidates. Potentially headhunting senior niche roles
- Staying connected with and tracking market trends, competitor analysis and regional changes that are relevant to our business stakeholders.
- Responsible for the design and implementation of bespoke recruitment campaigns for key recruitment drives.
- Targeted talent pooling
- Working in partnership with the onsite Resourcing Consultants and working closely with hiring managers from market research, job briefing then offer stage.
- Engaging with talent communities and delivering a best in class candidate experience
- Working closely with the client's Employment Branding team.

AusNet Services Pty Ltd

Recruitment Consultant

July 2019 – Nov 2019 (Contract)

Responsibilities:

- Collaborate with line managers, HR team and Hiring manager to deliver end to end recruitment, prioritize and respond proactively to the organization's recruitment requirements
- Responsible for job briefings, job postings, resume and phone screening, short listing, interviewing, reference checking and offering and contract generation to successful candidates
- Developing recruitment strategy comprises of job posting optimization, recruiting marketing channel development, job board procurement. Engage and activate passive candidates via highly targeted and personalized approaches also identify future talent needs and proactively work on it, develop talent pool or social engagements.
- Ensures program awareness and adherence to all recruitment related AusNet Services policies and processes
- Collaborate with internal and external stakeholders to formulate the approach and delivery of quality recruitment and selection, ensuring compliance to established recruitment processes and providers
- Develop and maintain detailed reporting and metrics to demonstrate output and progress against resource plan requirements
- Advice and guidance to hiring managers regarding fit for purpose recruitment and selection methodologies
- Follow up with hiring managers and candidates regarding status in a timely manner – provide updates to candidates with interest or rejection
- Communicate effectively with the interview team to ensure preparedness during the interview process. Share and exchange information with all levels of management.
- Participate in weekly update meetings and provide status of candidates/interviews, updating SuccessFactors with status of candidates

Golder Associates Pty Ltd

Talent Acquisition Specialist (APAC)

October 2017 – June 2019

Responsibilities:

- Working with the business to understand hiring requirements and position specifications
- Responsible for high volume recruitment needs across various business sectors and disciplines within the APAC region
- Preparing position descriptions, drafting and preparing advertisements for vacant positions and ensuring information is accurately entered into Taleo the applicant tracking system
- Creating an ongoing and proactive candidate pipeline through various methods including direct sourcing of passive candidates, referrals and strategically partnering with Hiring Managers to build Talent Pools
- Utilising Social recruiting as part of the sourcing strategy inclusive of Linked-In and other social media platforms
- Preparing relevant interview and key criteria selection documentation, ensuring accurate screening of applicants and relevant interview techniques are used

- Ensuring candidates are pre-screened and interviewed prior to providing candidate shortlists to Hiring Managers
- Coordinating interview panels
- Maintaining candidates compliantly using the applicant tracking system (Taleo)
- Undertaking reference checks
- Providing relevant and accurate reporting of recruitment activity and metrics
- Working with and providing support to other members of the team as required
- Collaborating and knowledge sharing with the Global Talent Acquisition Team and HR

Denique Consulting

Recruitment Consultant

May 2015 – October 2017

Responsibilities:

Manage the entire recruitment function across multiple business units and successfully placed various positions in Healthcare and education sector both contract and full-time position utilizing consultative sourcing, assessment, and selection approach that address client needs in a cost-effective manner.

- Liaising with the business to establish business needs and create innovative job advertisement
- Consult with business and functional leaders to define competencies for the specific role.
- Collaborate with the hiring manager to understand hiring requirement and develop comprehensive recruiting strategies.
- Conducted initial pre-screening interviews to determine applicant program qualifications that resulted in achieving 97% selection rate.
- Worked with department heads to ensure proper staffing and fulfillment of human resource requirements, with placement of 10-30 new candidates monthly.
- Directly source and contact potential candidate via advanced Boolean logic/Data Mining Google operator/Xraying, active and passive candidates, Social networking: Facebook, LinkedIn, headhunting, referrals, cold calling, the internet, Job Board, networking with Peer Group Referrals and Professional /Technical Association.
- Present job opportunities to prospect, candidate, to secure resume for consideration.
- Review candidate resume. Conduct phone screens. Present candidate to the hiring manager. Coordinate interview and provide comprehensive written interview evaluation.
- Prescreen candidates either detailed phone screen, evaluating candidate compatibility with specific job requirements right fit prior to submission to client. Track candidate activities (i.e. phone calls and emails). In the tracking system.
- Interview, pre-qualify, negotiate offers and close hires, perform background/reference checks, generating and extend offer letter and the close candidate with application start work date.
- Provided feedback and follow-up to a candidate after each stage of the interview.
- Work on Immigration Visa Relocation issues as required.
- Track candidate flow, sourcing data screening information on application tracking system.
- Regularly called upon to troubleshoot difficult position and source, identify, attract, secure and close hard to find role
- Recognized for providing exceptional results for producing high quality hires.
- Providing administration support, managing HR database system and tools and ongoing administration and documentation maintenance for candidates and newly appointed staff during the recruitment and onboarding processes.
- Developed CV's, Resumes, Cover Letters and Key Selection Criteria documents for candidates across multiple domains and functions within the ANZ region.
- High level of proficiency with Outlook, Office, MS Word, Excel, and PowerPoint, HRIS, HRMS and Taleo.

Accenture

Talent Sourcing Specialist

March 2013 to March 2015

Responsibilities:

Accenture is a leading global professional services company, providing a broad range of services and solutions in strategy, consulting, digital, technology and operations.

As a corporate recruiter partner with team lead and managers to effectively identify recruiting need and develop and implementing recruitment strategies.

- Work with Talent Acquisition and Sourcing Lead to deliver to our country sourcing strategy
- Partner with the Business and our Recruitment Specialists to understand role requirements and skill profiles
- Source candidates through various direct methods, specifically, Social Media channels and passive search
- Provide external marketplace intelligence to recruiters and stakeholders
- Phone screen and qualify suitable candidates
- Work closely with our Offshore Sourcing Team to proactively develop talent communities in anticipation for business need
- Act as key point of contact for Recruitment team on new sourcing practices and educate the team on sourcing innovation and best practices
- Seeks to develop cost effective and unique ways to find target candidates. Identifies and analyses the potential of new sourcing opportunities and emerging channels
- Talent Mapping of needed skills in Australia and New Zealand
- Effectively analyze and present data from our reporting tools to drive Sourcing activity
- Creates and maintains Talent Communities in specialist areas and provides high touch personalized candidate experience to candidates in talent pools consistently hit metrics and KPI's on a weekly, monthly, and quarterly basis.

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Nov 2012 – March 2013 (Internship)

Responsibilities:

- Liaising with the stakeholders to establish business needs, advising senior management of issues and/or risks to stakeholder relationships as soon as they arise so risks can be managed effectively
- Directly source and contact potential candidate via advanced Boolean logic, Data Mining Google operator, X-raying, and Social networking: Facebook, LinkedIn, headhunting, cold calling, the internet, Job Board, networking with employee referrals.
- Identify and network with key talent pools to actively headhunt passive candidates and generate pipelines of candidates for current and future roles
- Screening resumes, assessing required skills and experience, Conducting telephone based interviews & evaluating suitability
- Interview, pre-qualify, negotiate offers and close hires, Perform background, reference checks, generating and extend offer letter and the close candidate with application start work date.
- Guidance and direction to line managers in the sourcing strategies for their required recruitment
- Promote diversity in the workplace and ensure recruiting strategies attract diverse candidates
- Design innovative sourcing strategies to identify top talent for the business
- Conduct ongoing recruitment campaigns for team members creating a pipeline of prospective candidates that could fill future roles
- Providing feedback to unsuccessful candidates, when required.
- Ensuring that both candidate information and databases are kept up-to-date and accurate
- Preparing employment contract, offer letter
- Maintain excellent working relationships with a range of internal stakeholders and colleagues, and use these to facilitate communication
- Use existing SuccessFactors, record management, filing and reporting systems to maintain records, manage documentation, coordinate workflow and collate reports, achieving accuracy and compliance

Achievement

- Successfully placed candidates for new structure project in AusNet Services.
- Successfully established new Talent Acquisition team at Golder Associates
- Received the “Employee of the year” award 3 year consecutive years
- Closed the requirement for several positions in Niche Technologies.
- Praised as the best recruiter for continuously performing beyond the target.
- Developed strong candidate liaison skills, including face-to-face interviews.

Personal Description

<u>Communication:</u>	Overall language and other interpersonal skills have been demonstrated through: <ul style="list-style-type: none"> • Professional writing skills are constantly demonstrated in technical documentations and official correspondence. • Interpersonal skills are exhibited in all dealings with co-workers and staff at the workplace.
<u>Teamwork:</u>	As a team member, I am always keen to communicate, contribute, listen, adapt, respect and encourage other members. These qualities have been appreciated throughout my professional career.
<u>Problem Solving:</u>	Skilled at problem-solving by following fundamental principles and simplistic approach.
<u>Analysis:</u>	A strong analytical approach and attention-to-detail as demonstrated through the precise and satisfactory fulfillment of assigned responsibilities.
<u>Attributes:</u>	Proactive, focused, diligent, fun-loving and easy-going.
<u>Softwares:</u>	High level of proficiency with Taleo, SAP Success factor, ABACUS, HRMS, Outlook, Office, MS Word, Excel, PowerPoint, Adobe.
<u>References:</u>	Available on request.