

Benefits

skill

Career

# Fiza Kudalkar

TA - Assistant Manager



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# HUMAN RESOURCES

## TEAMWORK

## Summary

- Self motivated professional with 6+ years of cross-functional experience as a Technical Recruiter in the field of **IT/Technical & BFSI (Banking, NBFC, Financial Services, Insurance)**. Recruitment and Business Development in Domestic and market.
- Involved in daily recruitment activities, strategic planning, process streamlining and tactics to achieve goals.
- New business generation, negotiating deals/terms and conditions and closing contracts.
- Managing clients accounts.
- Team management and development (hiring, mentoring and training etc).
- Possess strong experience in Head Hunting, Database Building and Database Management.
- Built an excellent team of IT and BFSI recruiters / resources by identifying the learning potential of the candidates and hired the mix of experienced recruiters on different levels as well as freshers.
- Experienced in Full Life Cycle Recruitment: Requirement gathering, sourcing, interviewing (including Technical Screening with problem solving questions on Data Structures and Algorithms), negotiating offers, reference checks and closing candidates for assigned requisitions.
- Hands-on experience in recruiting for various technologies such as **Java Technologies, Web**

## Work experience

2024-12 - 2025-04

### TA- ASSISTANT MANAGER

EDUBRIDGE LEARNING PVT LTD

MAROL

- End-to-End Technical Recruitment.
- Sourcing Niche Profiles for Technical Corporate Trainer for BFSI, Java FullStack, SAP All Modules, Placement Head, Trainer for BFSI, Customer sales, Accountant, MIS Executive etc.
- Providing training to the new joiner for TA team.
- Providing Data to new joiner for calling.
- Daily early morning Meeting with the Team regarding day to day work segregation to each team member.
- Scheduling interviews for shortlisted Trainer profiles with the panel.
- Job Posting on all social networking (LinkedIn, Naukri, Monster, Indeed)
- Sourcing niche profiles from LinkedIn across PAN India location.
- Salary Negotiation with candidate.
- Generating Offer Letter.
- Completing the Task in a given TAT.
- Creating Posters for new requisition raised.
- Maintaining Daily Database for candidates as well as joiners too.

2022-11 - 2024-11

### ASSISTANT MANAGER

SRF POWER MACHINE, IN

MAHARASHTRA POWER GENERATOR - MANKHURD

- Have managed team of 5/6 employee.
- Offer Generation.
- Follow up & coordination with candidates till they join for their resignation & joining docs.
- Onboarding process.
- Employee code generation.
- Reference Checks with previous employer.
- New joiner mailers.
- Inductions for new joiner's.
- Employee engagement activities.
- MIS or data management.
- Exit formalities.
- FNF & relieving process.
- Attendance/LOP checks & coordination.

Technologies, Client-Server Technologies, Microsoft Technologies, ERP and Database profiles, Trainer hiring, Project Manager, Placement Head / Managers, Account Manager, Accountant, Etc.

- Strong knowledge over server side / client side (Backend /Frontend) technologies.
- Familiarity with IT skills, terms and acronyms as well as ability to research on new and emerging technologies to gain a better understanding.
- Worked on positions in multiple domains like IT, BFSI (Banking, NBFC, Financial Services, Insurance).
- Goal driven, Process oriented, an excellent team player who is committed to achieve the common goals & objectives of the company and possesses excellent communication and presentation skills.

- Appointment letter generation & acceptance coordination.

2021-12 - 2022-10

## TALENT SCOUT I

WINFORT SERVICES PVT LTD

### FORT

- End to End Recruitment handling.
- Managing MNC's Client such as CAPGEMINI, EXPERIAN & WIPRO Etc.
- Maintaining database using googlesheet and excelsheet for weekly report discussion with management.
- Experienced in maintaining good Client Relationships.
- Have closed all IT position. i.e Software Development roles on junior, Mid & Senior level.
- Well versed in scheduling online virtual interviews using Teams call or google meet or zoom meeting.
- Have handled Team of 4-5 freshers joiners.
- Have provided training to the team about the recruitment process.
- Awarded as a **TOP PERFORMER** for closing 12 positions with **CAPGEMINI** client for the year of 2022.

2021-06 - 2021-10

## SENIOR TECHNICAL RECRUITER

MUMBAI ROZGAAR PVT LTD,  
VIDYAVIHAR, IN

- End-to-End Technical recruitment.
- Sourcing profiles using portals like Naukri, Monster, Shine, Indeed, LinkedIn.
- Screening profiles for Tech role.
- Shortlisting Cvs after conducting 1st round of interviews.
- Client Co-ordination such as CAPGEMINI, INFOSYS, TCS.
- Handled all tech developers profiles from freshers to senior level.
- Salary Negotiation.
- Have Managed Onboarding process, Offer Rolling, Exit Interviews for Exit Employees.
- Have handled Job Fairs & In-house Campus drives.

2019-06 - 2021-05

## HR RECRUITER (TRC)

SQUAD INFOTECH PVT LTD

### NERUL

- Sourcing Cvs from different portals (Naukri, Shine & Monster) and through LinkedIn.
- Cvs Shortlisting.
- Interview Scheduling.
- Handling Job Fair & Campus Drives.
- Client Handling and Job Posting on naukri.
- Follow up with Shortlisted & Selected Candidate's.
- Expertise in Technical Recruitment.

Education

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2015-03 - 2018-04

**N.G ACHARYA & D.K MARATHE**  
**COLLEGE OF ARTS, COMMERCE &**  
**SCIENCE**

GRADUATION JUNE 2015 - APRIL 2018  
N.G ACHARYA & D.K MARATHE COLLEGE OF ARTS, COMMERCE & SCIENCE  
(MUMBAI UNIVERSITY)

Graduated with B Grade.  
Specialised in Literature & Psychology Subject.

2013-06 - 2015-04

**HSC**

**V.E.S College Of Arts, Commerce &**  
**Science (MAHARASHTRA BOARD)**

HSC JUNE 2014 - APRIL 2015  
V.E.S College Of Arts, Commerce & Science (MAHARASHTRA BOARD)

Have Scored 56%.  
Specialized in Arts Faculty

2012-02 - 2013-03

**SSC**

**New Model English High School**  
**(MAHARASHTRA BOARD)**

SSC JUNE 2012 - MARCH 2013  
New Model English High School (MAHARASHTRA BOARD)

Have Scored 47%.  
Specialised in all subjects.

**Objective**

"To secure a responsible career opportunity where I can fully utilize my training, experience, and skills while making a significant contribution to the success of the company."

**Skills**

- Team Leadership
- Target Oriented
- Time Management
- Client Management
- Communication Skills
- Vendor Management
- Team Management

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### Achievements

- Awarded as a TOP PERFORMER for closing 12 positions with CAPGEMINI in the year 2022

### Languages

English, Hindi & Marathi

### Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

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