

MONIKA DAS
Talent Acquisition Specialist – HR | Non-IT Recruitment | HR Operations
Gurugram | monikadas2008@gmail.com | +91-7065316719 | LinkedIn
Prefer Cities: New Delhi, Bengaluru

SUMMARY

Dynamic HR professional with 4.5 years of experience in non-IT hiring across **BFSI, NBFC, Retail, E-commerce, and Insurance sectors**, Skilled in full-cycle recruitment, **startup hiring, campus, blue-collar, lateral hiring, mass/bulk hiring** and establishing strong relationships with candidates, stakeholders and client management, optimizing recruitment strategies, support in HR decision-making. Proficient in HR Data Analytics.

CORE EXPERTISE

- **End-to-end Recruitment & Talent Sourcing:** Domestic Recruitment, Candidate Assessment, Niche Hiring, Contract Staffing (C2H), Employee Relations, Job Posting, Interview Coordination.
- **Vendor & Stakeholder Management:** Internal Stakeholder Engagement, Recruitment Agencies Management, Client Interaction, Project Handling, Cross-functional Collaboration.
- **Post-Hire Activities & Employee Onboarding:** Offboarding, Exit Process, Joining Formalities, Induction Programs, Offer Management.
- **Grievances & HR Functions:** R&R (Rewards and Recognition), T&D (Tanning and Development), Events Planning, BGV Process.

TOOLS & KEY SKILLS

- **HRIS/ATS:** Keka, Workday, Zoho Recruit, LinkedIn, Naukri, Updazz.com.
- **Soft Skills:** Organization skills, Interpersonal skills, Communication, Time Management, Result Oriented.
- **Technical Tools:** Power BI, MS Excel (VLOOKUP, Pivot Tables), Google G-Suite, MS Office, Canva.

EDUCATION

- **(MBA/PGDM) Human Resource Management** | 10/2021 – 01/2023
Institute of Management Technology (IMT), Ghaziabad
- **(PGCED) PG Certified Business Entrepreneurship** | 03/2020 – 05/2021
Symbiosis Institute of Business Management (SIBM), Pune

PROFESSIONAL WORK EXPERIENCE

Addverb Technologies - Automation Machinery Manufacturing 10/2023 – Present | Noida
Talent Acquisition Specialist

- Lead high-volume hiring for (Sales, Business, Marketing, HR and Operations roles), and facilitate recruitment drives for 300+ candidates.
- Partnered with 4+ key stakeholders, hiring managers and HRBPs to **strategize hiring plans, define JDs, and improve candidate quality**.
- Source qualified candidates via job portals (Boolean searches, employee referrals, social media, etc.) and reduce time-to-hire by 20%.
- Create HR dashboards and report to track hiring metrics, headcount, rejection, and hiring ratio, **reducing monthly reporting time by 50%**.
- Support HR generalist functions by handling employee grievances, policy compliance, and maintaining candidate records in the ATS.
- Enhance a positive candidate experience through timely communication, structured feedback, salary benchmarking and offer negotiations.
- Conduct interviews with hiring teams and monitor HR administrative tasks/office operations, such as ID cards, decorum, and cleanliness.
- Build a strong pipeline of qualified candidates through market mapping and ensure timely closure of all open positions within the defined (TAT).
- Develop employer branding strategies to attract top talent and stay updated on industry trends, market insights, and best hiring practices.
- Assist with onboarding and offboarding processes for new hires, joining formalities, exit process, offer letters, payroll coordination, etc.

Aon India Insurance Brokers - Insurance Broking, MNC 01/2023 – 09/2023 | Gurugram
Talent Acquisition Associate (CONTRACT- BASES)

- Handled end-to-end in-house recruitment for mid to senior-level roles, proactively closed 8+ positions per month within the defined TAT.
- Sourced top talents through headhunting, networking, vendor partnerships, and databases, improving the talent pipeline by 65%.
- Ran campus recruitment programs to attract top early-career talent and managed the offer process by extending competitive offers.
- Collaborated with senior leadership to understand hiring needs, analysed recruitment metrics and provide regular updates to stakeholders.
- Assisted in HR operations, documentations for new joiners, training & development activities, and delivered a seamless candidate experience.
- Implemented (DE&I) strategies to attract diverse talent across roles and levels and enhanced employee retention rates by 85%.

Udaan.com – B2B, E-commerce, Startup 10/2018 – 11/2020 | Gurugram
Human Resources Operations Associate

- Conducted bulk hiring for 200+ blue-collar roles (FOS/Ground team) and attracted skilled and semi-skilled workers to meet business needs.
- Onboarded over 300+ candidates and seller-buyers pan India, led the recruitment process, and achieved an 80% offer acceptance rate.
- Verified BGV checks to ensure statutory compliance with legal documentation and supervised vendor and logistics (3PL) partnerships.
- Managed HR operations through SOPs, arranged labour contractors and implemented worker welfare programs to reduce attrition by 25%.
- Used diverse sourcing channels, e.g., agencies/company websites, and built talent networks to identify qualified active and passive candidates.

NOTABLE HR PROJECT

Ernst & Young (EY) - IT Services & Consulting
Talent Acquisition & Coordinator

01/2022 – 07/2022 | Gurugram

- Led MBA, graduate-level campus recruitment and partnerships with universities, colleges and internship programs.
- Organized placement cell activities, pre-placement talks (PPTs), networking events and career fairs, ensuring diverse candidate inclusion.
- Facilitated aptitude tests, improved process compliance adherence by 65% and tracked key hiring metrics (time-to-fill, cost-per-hire, etc.).
- Partnered with business heads, and stakeholders to align hiring needs, engaged with the Employer Branding team on social media campaigns.

KEY ACHIEVEMENTS

- Increased **diversity hiring by 20%** through inclusive recruitment practices.
- Improved offer acceptance rate to **80% by enhancing salary benchmarking** and candidate experience.
- Successfully met **70% of HR project deadlines**, contributing to business success and workforce stability.

CERTIFICATIONS

- **Google Data Analytics Professional Certificate:** (Data Visualization, Data Analysis, MIS Reporting - Excel, Power BI)
- **(HRM) Certificate in Human Resource Management:** (Talent Planning and Labor Relations)
- **Data Camp Certifications:** (Data Analyst | Predictive Analytics)
- **LinkedIn Recruiter Certification.**