

Mansi Sadhwani

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Vadodara, Gujarat

Summary

Analytical and goal-driven Talent Acquisition Specialist with year of experience sourcing top-grade candidates. Hands-on involvement in outlining job requirements, evaluating candidates, and projecting hiring needs. (Sourcing and recruiting the best talents in technology. Proven capacity to interview, screen, and identify suitable employees for technical roles.)

Experience

Management Trainee-Talent Talent Acquisition

Apidel Technologies • Vadodara, Gujarat

05/2022 - 03/2023

To understand Client expectation and requirement.

Delivering the candidate at the right time and cost to the client.

Reviewing large number of resumes or curriculum vitae.

Sourcing through job fairs, job seminars and engaging in cold calling, referral recruiting, etc., to get the right candidate.

Screening the appropriate resumes, in accordance with the JD from the client for their professional and personal qualifications.

Conducting interviews (over the phone/virtual) to determine the matching Skillsets/qualities before submitting them to the hiring manager or key interview panel.

Aid in coordinating interviews with higher management.

Working as per defined process and recruitment strategies of the organization/client/project.

Ideate new approaches towards developing better recruitment methodologies.

Arranging several marketing initiatives in advertising job vacancies through job sites, company website, job vacancy journals, etc.

Office Assistant- Marketing and Sales

Parshva Nirman Pvt Ltd • Vadodara, Gujarat

08/2021 - 01/2022

Provide guidance and assist buyers in marketing and purchasing property for the right price under the best terms.

Determine clients' needs and financial abilities to propose solutions that suit them.

Intermediate visiting processes, consult clients on requirements and related matters, ensuring a fair and honest dealing.

Display and market real property to possible buyers. ■ Promote sales through advertisements and social media maintenance.

To advise clients about market conditions, conduct walk-through, and provide guidance and assistance through the process.

Answering the phone system and direct calls as required. Reporting according to the schedule.

Design and maintain filing and storage systems in the office.

Schedule and arrangements for senior executives as well as clients, when applicable.

Maintain office supply inventory and maintaining documents.

Read and route incoming mail and process outgoing mail.

Skills

Communication skills, Time management, Leadership Experience, Teamwork, Adaptability, Ability to work in a Team, Microsoft Office, Talent Assessment and Acquisition, Negotiation, interpersonal communication

Education

Bachelors of Science in Extension and Communication

Maharaja Sayajirao University • Vadodara, Gujarat

08/2020

HSC

Uma Vidyalaya • Vadodara, Gujarat

03/2017

SSC

Uma Vidyalaya • Vadodara, Gujarat

03/2015

Languages

English, Hindi, Gujarati, Sindhi

Certificates

Course of Computer Concepts- 2021, Entrepreneurship Development Govt of Gujarat Org.- 2020