

NITYA DHINGRA

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Objective: Seeking an opportunity in a challenging environment where I can deliver my best with my technical and managerial skills and also enhance my skills that can be utilized for overall development of that organization. I have strong ability to access and manage complex tasks. I am always eager to learn new things and come out with best of it and be more competent. I am highly result oriented, optimistic, passionate, hardworking, competent and quick learner.

ACADEMIC

COURSE	SPECIALISATION	INSTITUTE/ COLLEGE	PERCENTAGE	YEAR OF COMPLETION
Bachelors in Journalism and Mass Communication		Maims, GGSIPU	86	2021
XII (C.B.S.E)	Commere	Ryan International School, Delhi	72	2018
X (C.B.S.E)	--	Glorious Public School, Delhi	80	2016

WORK EXPERIENCE

September 2021– Present

FUTURE LINKS

Talent Acquisition Associate

- Responsible for complete recruitment cycle in IT Domain for different clients.
- Have throughout experience in sourcing from Naukri Portal and LinkedIn.
- Responsible for Job Posting.
- Partnering with hiring managers to determine their needs.
- Organizing interviews for candidates as requested by client.
- Communicating employers information and benefits during recruitment process.
- Leading the candidate through the hiring process to ensure a positive experience and coach each candidate appropriately at every stage of the process till the closure of the particular position.
- Negotiating pay and salaries with candidates.
- Handling weekly mass hiring drives for various clients.
- Providing assistance in Joining formalities and Induction Process.
- Hiring for mid senior and senior level positions for top shot IT service companies and Product based companies.
- Also overachieved my quarterly target and helped my organization in achieving revenue target for the quarter.

June 2021 – August 21

Purple Umbrella Media

Internship(PR)

Was Responsible for recruitment into BFSI sector

May 2021– June 2021

BOYEN HADDIN

Internship(HR)

- Was Responsible for recruitment into BFSI sector.

CERTIFICATIONS

- **July 2020** – Fundamentals of digital marketing from Google
- **Aug 2020** – Optimizing a website for search certification from Coursera
- **Aug 2020** – SEO fundamentals certified from Coursera

OTHER SKILLS

- MS Excel, Microsoft Outlook , Good Communication skills , Problem Solving , Time Management , Recruitment and selection Joining Formalities , Employee Relationship , Engagement and Retention , Lead Group activities , Willingness to learn new skills , Highly skilled at Sourcing from naukri.