

**Rupali Rai**  
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**Talent Acquisition Lead**  
**Start-ups | Talent Acquisition | Turnaround | High Grow Organizations**

**CAREER OBJECTIVE**

Aspiring for a job in a growth-oriented organization, where my recruiting experience and organization skills can be used for making a positive contribution in the human resources department by putting in maximum efforts.

**CAREER SUMMARY**

- 5+ years of experience with talent acquisition as a tenured talent acquisition specialist and leader, including a career focus in talent acquisition.
- Experience with identifying and implementing recruiting best practices and deploying expertise in candidate sourcing strategy development and execution.
- Experience with developing and executing innovative recruitment strategies within a large, complex organization, including targeting high-demand candidates.
- Experience in all stages of the recruitment process - from demand planning to recruitment delivery and on-boarding.
- Strategic thinker who brings resolution to any challenges and problems throughout the recruiting process.

**Academic Credentials**

Course	Year of Passing	Institute	University/Board	Percentage
MBA	2014	Jaipur National University	Jaipur National University	82.00%
B.COM(Computers)	2012	Bhopal school of social sciences	Barkatullah university	77.00%
XIth	2009	Bonnie-Foi Co-Ed School	CBSE	60.8%
Xth	2007	ST. Thomas convent school	CBSE	54.00%

## **PROFESSIONAL EXPERIENCE**

**Organization: MyGate (Vivish Technologies Pvt Ltd) (Bangalore)**  
**Lead- Talent Acquisition**

**Duration: Feb 2019– Till date**

- Performs full life cycle recruiting throughout the organization.
- Leads the Talent Acquisition Team and builds a pipeline of talent through university relationships, talent mapping, employee networks and direct sourcing to acquire the best talent to meet current and future pipeline needs.
- Tracks and reports Recruitment Metrics on a weekly basis.
- Effectively manages a high volume of requisitions at all levels of the organization.
- Develops and implements a sourcing strategy with hiring managers and business leaders that includes brand awareness and passive candidate identification.
- Works closely with business leaders and hiring managers, discussing talent needs in relation to business strategy and operating requirements.
- Uses sourcing tools and techniques to identify high potential candidates, both with social and professional networking with appropriate time focused on passive candidates and the creation of talent pools.
- Manages the entire recruiting process with hiring managers, business leaders, vendors and candidates, maintaining an open level of communication, status updates, process techniques and a timeline that meets business needs and established SLAs.
- Manages third-party partnerships in pursuit of the above.
- Creates a best in class "candidate experience" by driving speed, quality and effective communication.

**Organization: KocharTech Ltd. (Gurgaon)**  
**Senior Executive -Lateral & Corporate Hiring**

**Duration: Jun 2016 – Dec 2018**

- **Managed end to end recruitment cycle (Middle & Senior Management positions) for all corporate & support function (Sales, Marketing, Operations, IT, finance, HR etc.,) from reviewing, creating job fitment, and working closely with hiring managers across Pan India.**
- Responsible for strategic Leadership hiring.
- Played an individual contributor role.
- Proposed hiring plans and designed hiring strategies.
- Partnered and worked directly with stakeholders.
- Managed buddy program for new joiners.

**Organization: Archelons Consulting Pvt. Ltd. (Gurgaon)**  
**Recruitment Executive-Domestic & International**

**Duration: Jul 2014 – Jun 2016**

- End-To-end recruitment & Account management.
- Front facing with the clients to receive/understand/cascade requirements and closing gaps if any.
- Involved in Non IT recruitment process.
- Worked on client mandates for all levels.
- Understanding clients' requirement technically.
- Searching / sourcing potential candidates from the various sources via. Naukri, Monster etc.

### **COMPUTER PROFICIENCY**

- Well versed with MS Office.
- Basic IT course from TARahaat with "Grade A".

### **PROJECTS AND INTERNAL ASSESSMENT**

- Summer Internship project from "**CENTRAL BANK OF INDIA**" on the topic "**Loan & Advance and Delivery Channels**".

### **BEYOND CURRICULUM**

- Awarded with **Certificate of Appreciation** in recognition of **outstanding performance** (Beginner's Category) at **ARCHELONS CONSULTING**.
- Attended HR conclave organized by confederation of Indian industry (CII) at **JAIPUR**.
- Attended **National Workshop on Human Resource Management & Marketing** Organized by Jaipur National University, Jaipur.

### **SKILLS**

- Quick learner.
- Strong analytical and problem-solving skills.
- Excellent integrity, interpersonal and time management skills.
- Good Motivational and Communicational skills.
- Leadership qualities.
- Ambitious, Enthusiastic, creative and dedicated to work.
- Presentation skills.

### **PERSONAL DETAILS**

Date of Birth	:	26 May 1991
Nationality	:	Indian
Language	:	English, Hindi
Address	:	D-37, Old Minal Residency JK Road, Bhopal (MP)

### **DECLARATION**

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