

SWATI GUPTA

Talent Acquisition Specialist

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SUMMARY

An experienced and qualified HR Recruiter with a proven track record in sourcing and acquiring new talent. Skilled in interviewing, screening, and evaluating candidates. Proven ability to build and maintain relationships with potential candidates.

PROFESSIONAL EXPERIENCE

Talent Acquisition Specialist

ALTEN India

- July 2022 – Present Bengaluru, Karnataka
- Managed the full-cycle recruitment process for the IT domain, Automotive and Locomotive, including sourcing, screening, and interviewing.
- Developed and maintained relationships with potential IT candidates, ensuring a robust talent pipeline.
- Utilized ATS tools like Talent Recruit and platforms such as Naukri and LinkedIn for candidate sourcing.
- Coordinated closely with stakeholders for requirement gathering, analysis, and timely closures.
- Created and advertised job postings on various platforms to attract top talent.
- Administered technical assessments and conducted HR interviews to evaluate candidate fit.
- Ensured a positive candidate experience by managing communication throughout the recruitment process.
- Successfully handled recruitment for low, mid, and senior-level positions across multiple locations.
- Negotiated job offers and salary packages, aligning with business objectives.
- Maintained detailed records of recruitment activities for tracking and reporting purposes.

EDUCATION

MBA in Human Resource Management

Haldia Institute of Technology

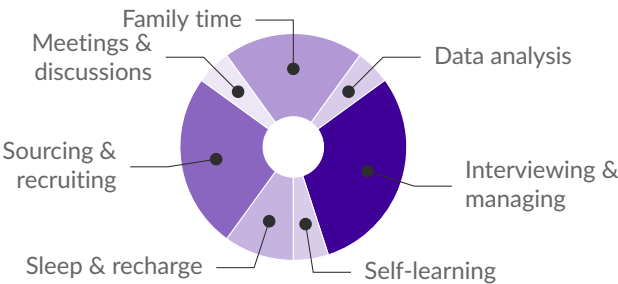
2020 – 2022 Haldia, West Bengal

B.Com (Accounts Hons)

Sri Arvind Mahila College, Magadh University

2016 – 2019 Patna, Bihar

A DAY OF MY LIFE



TRAINING

- Internship at Flipkart Private Limited (Uluberia BTS) – 45 days

CERTIFICATIONS

- Bihar State Certificate in IT Communication Skills and Soft Skills

STRENGTHS

- Hard-working
- Persuasive
- Motivator & Leader
- Technical Talent Sourcing
- ATS Proficiency
- Relationship Building
- Stakeholder Management
- Full-Cycle Recruitment Expertise
- Candidate Experience Management

SKILLS

- Tools:** ATS (Talent Recruit Tool), Naukri, LinkedIn, Hrist.
- Domains:** IT, Automotive, Locomotive, Mechanical, Engineering.

SOFT SKILLS

- Excellent communication and interpersonal skills
- Stakeholder management and collaboration
- Strong problem-solving abilities and adaptability
- Expertise in time management and multitasking
- Proven leadership and teamwork capabilities
- Focus on delivering a seamless candidate experience
- Ability to negotiate offers and manage expectations

LANGUAGES

English
Hindi
Bengali

