# Professional Summary:

* **Talent recruitment and acquisition professional with** over Six years of experience in all phases of full-cycle recruiting.
* Skilled in executing recruitment strategies, qualifying candidates, and overseeing new hire orientation process.
* Creatively sourced high-caliber candidates by leveraging recruiting software, social media, cold calling and employee referrals.
* Working closely with Manager and Interviewers to hire qualified candidates for Non-technical as well as technical roles.
* Team player with exemplary written and communication skills.

# Recruitment Skills:

* Talent Assessment & Acquisition
* Candidate Sourcing & Screening
* Executive Recruiting
* High-Volume Staffing
* Offer Negotiations
* Placement & Onboarding
* Social Media Recruiting Tools
* Job Posting

# Recruiting Tools:

* Recruitment Portals: Naukri, Monster

|  |  |
| --- | --- |
| * Social Media Recruitment: LinkedIn. |  |
| **Educational Details** |
| Master’s Degree in Human Resource from Abdul Kalam University | **2012** |
| Master’s Degree in Statistics from CCS University, Meerut | **2006** |
| Bachelor’s Degree from CCS University, Meerut | **2004** |
| 12th from R.G.I.C, Meerut (U.P) | **2001** |
| 10th from R.G.I.C, Meerut (U.P) | **1998** |
| **Professional Experience** |  |
| **Arteez HR Services Pvt. Ltd** | **March’18-Present** |
| **Senior Consultant -HR** |  |

Arteez HR – a name that has carved a niche for itself in the field of middle and higher management placements. From the year 2008 with its humble beginnings in Mumbai, Arteez HR now operates from Delhi too. Arteez specializes and focuses intricately on getting the best candidates across industries like Aviation, Real Estate, Manufacturing, NBFC, Retail and FMCG, etc. Based on the needs of the clients Arteez also helps in getting candidates from IT aswell.

# Responsibilities:

* Working as a part of recruitment team, have a quality to quickly identify candidates according to client specific business requirements, hiring criteria’s, using recruitment skills including but not limited to sourcing, screening, qualifying, salary negotiations etc.
* Experienced in Volume / Mass Hiring/ Niche skill Hiring.
* Good at Communication and Management of Customer Requirements and Relationships.
* Organized End to End Recruitments independently.
* Searched potential candidates through job portals like Naukri, Monster, LinkedIn etc., internal database, cold calling, referrals, networking, and other strategies.
* Coordination and gather the requirements from Stakeholder.
* Coordination with candidates and clients, scheduling interview, collecting feedback of the candidate after interview process.
* Provided feedback and conducted Salary Negotiations with Candidates.
* Follow up with selected candidates till joining to avoid any last minute issues/concerns.
* Documentation - Collecting & verifying required documents of the selected candidate in order to release their offer
* MIS – Maintaining Requirement data, daily interviews and publishing report on weekly and monthly basis or as required by management.

# Velocity Consulting Services (P) Ltd (HKB Group), Delhi Nov’15-Feb‘18 Sr. Sourcing Specialist

Since 1997, HKB Group has come a long way shaping up into an organization servicing client's needs under verticals: Country Roads Entertainment & Hospitality and Velocity Consulting Services Pvt. Ltd.

* Velocity Consulting Services Pvt Ltd is a part of HKB Group that provides HR Consultancy and recruitment services in India
* Worked for domains like FMCG, Automobile, Logistics, Manufacturing, Wellness and Beauty, Office Automation, Events and Hospitality.

# Responsibilities:

* The key function of my position is to recognize true potential and provide people the right opportunities.
* Executive Sourcing, Recruitment & Negotiation Technical and Non-Technical Recruiting as well as Screening and Interviewing Potential Candidates.
* Conducting extensive searches through job sites, job postings and internal database.
* Screening resumes and preliminary interviewing of candidates to evaluate their credentials whilst doing a comparative analysis with the requirements in order to establish compatibility between the two.

# Meara Human Consulting (Gurgaon) Aug’13- Nov’15

**Recruitment Executive**

* + Handled recruitment (Non IT) life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.

# Domain: Travel, FMCG, Real Estate.

**Summer Training**

Organization : HCL Career Development Center

Project Topic : Recruitment and Selection at Career Development Center

Technology : To gain experience of working in an organization to know the work culture of an organization and to aware of the rules and procedure that are followed in the organization.

# Extra-Curricular Activities

* Arranged Friday-Fun Activities for the colleagues and involved managerial people to improve the employee relation.
* Arranged various festive get-togethers, games and pot-lucks.

# Achievements

* Received first prize in GK Quiz Competition organized by Rosemary Institute, Meerut.
* Active participation in various cultural and sports held at school and college level.

# Personal Information

Name : Dipti Mittal

Nationality : Indian

Marital Status : Married

Strengths : Self Motivator, Quality Oriented and Team Player.

Languages : Hindi, English

Hobbies : Music, Cooking, netsurfing.

# Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge.

**Place:** Delhi

**Date:** (Dipti Mittal)