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Human Resource Professional

Dynamic Professional Specializing in Recruitment and Talent Acquisition Strategies

PROFESSIONAL SNAPSHOT

- **Dynamic HR & Admin professional with** knowledge across varied domains of HR including. **Recruitment, HR Functions Management, Resource Planning and so on**
- **Identifying Talent Needs:** Collaborate with hiring managers to understand staffing needs and develop job descriptions accordingly.
- **Sourcing Candidates:** Utilize various channels such as job boards, Such as **Naukri, LinkedIn, Monster, Glassdoor** and Employee referrals.
- **Screening and Assessing Candidates:** Review resumes, conduct initial interviews, and administer assessments to evaluate candidates' qualifications and fit for the role.
- **Managing Applicant Tracking Systems (ATS):** Maintain and update candidate databases, track application statuses, and ensure compliance with data protection regulations.
- **Coordinating Interviews:** Schedule and coordinate interviews between candidates and hiring teams, ensuring a smooth interview process.
- **Negotiating Offers:** Extend job offers to select candidates, negotiate terms of employment, and facilitate the onboarding process.
- **Building Talent Pipelines:** Develop and nurture relationships with potential candidates to build a talent pool for future hiring needs.
- **Strategic Engagement with Business Leaders:** Proactively collaborating with business leaders spanning diverse sectors to align recruitment efforts with organizational goals.
- **Recruitment Strategy Formulation:** Partnering with business heads to formulate comprehensive recruitment plans and strategies tailored to meet specific talent needs and business objectives.
- Partnering with **vendor management** to streamline the sourcing process, ensuring efficient acquisition of qualified candidates while adhering to vendor agreements and optimizing vendor relationships.

KNOWLEDGE PREVIEW

- **Employee relations**
- **Recruitment**
- **Screening**
- **Policies & Procedures**
- **Strategic sourcing**
- **Vendor management**
- **Stakeholder management**
- **Salary negotiation**
- **Collaboration**
- **Teamwork**
- **Communications**
- **Microsoft power point**

PROFESSIONAL NARRATIVES

Oct'23-Present: Deloitte Touché Tohmatsu Limited, Location-Gurugram ||Talent acquisition

- **Risk Advisory Function Hiring:** Hiring for roles such as Quality Assurance (Manual testing & Automation Testing), IT Audits, IT General Controls, Third Party Assurance, Financial risk (Credit Risk, Operational Risk, Market Risk, Liquidity Risk, Capital Adequacy, Climate Risk), SAP Controls & SAP GRC (All levels)
- **Candidate Sourcing Strategy:** Utilizing multiple channels including Job Portals, Advertisements, Database, Employee Referrals, Vendors
- **Social Media Recruitment Expertise:** Leveraging extensive experience in recruiting from Social Media platforms.
- **Offer Generation and Documentation:** Generating Offers, Appointment Letters, and Confirmation letters for selected candidates.

- **Seamless Onboarding Process** Ensuring smooth on boarding through documentation checks and facilitating joining formalities.
- **Strategic Collaboration with Business Leaders:** Collaborating closely with business leaders across diverse sectors
- **Recruitment Planning and Strategy Development:** Engaging with business heads to devise recruitment plans and strategies.
- **Diverse Recruitment Methodologies: Formulating** and implementing recruitment strategies across the region, using methods like internal referrals, job portals, networking, skill/project mapping, and social networks
- **Performance Achievement:** Attaining consistent success in meeting individual KPIs related to productivity, quality-of-hire, candidate engagement, and adherence to sourcing mix and processes.
- **Leadership Partnership:** Partnering with leadership to achieve hiring objectives, offering advice on compensation proposals.
- **Management of High-Volume Roles:** Managing high-volume, target-driven roles, transitioning from an individual contributor to an account manager overseeing team members.
- Collaborating with **Vendor Management** for Profile Sourcing in HR involves working closely with external vendors to identify and attract top talent. This collaboration ensures that the sourcing process is efficient and effective, resulting in the acquisition of high- quality candidates. By maintaining compliance with vendor agreements and fostering positive relationships

May'23-Oct'23: Pristyn Care Location-Gurugram || (Business Development Executive)

- **Engage Prospects Effectively:** Initiate communication with potential clients through calls and emails to introduce company products and services.
- **Maintain CRM Documentation:** Document all interactions and activities in the Customer Relationship Management (CRM) system daily to track progress and maintain accurate records.
- **Goal Achievement:** Consistently meet weekly and monthly sales targets to drive business growth and revenue.
- **Customer Research and Solution Presentation:** Research and analyse customer requirements to identify the most suitable solutions for their needs.
- **Build Relationships with Healthcare Professionals:** Develop and nurture relationships with healthcare professionals, including doctors, nurses, and pharmacists.
- **Participate in Industry Events:** Collaborate with marketing teams to develop tailored promotional materials and campaigns targeting the medical industry.
- **Achieve Sales Targets:** Employ effective sales techniques to meet and exceed sales targets and objectives set by the company.
- **Collaborate with Internal Teams:** Work closely with internal teams such as product development, customer service, and logistics to ensure seamless customer experiences and timely delivery of products.

Since Apr'22 to Nov'22: GASTOS Pvt. Ltd., Location -Chandigarh|| HR Intern

Recruitment Process:

- **Assisting HR and Recruiting Managers** through cold calling candidates, phone screening applicants, facilitating new hire paperwork, and training for new employees
- **Screening / conducting initial HR interviews** of prospective candidates and scheduling a technical interview with Business Heads
- Gauging the effectiveness of the recruitment and selection process by conducting **Employee Satisfaction Surveys (ESS)**

HR Operations:

- **Interfacing with Management and Heads of Depts.** for devising and implementing HR policies & procedures in-line with core organizational vision & objectives.
- Working on various HR activities such as:
 - **Organizing of workspace for new employees**
 - **Updating personnel files and employee status changes**
 - **Administering leaves of absence**
 - **Reviewing annual performance reviews**
 - **Co-op separation process**

Administrative Support:

- **Spearheading the day-to-day activities** of timely openings & closings of the store, key management, paperwork & cash management
- Evaluating the daily processes and implementing measures to maximize efficiencies, leading the functions with an in-depth understanding of management staffing and systems.

- Consistently **ensuring smooth operations and maintaining proper decorum** and discipline by abiding by the policies & procedures
Performing multiple roles in the kitchen area, including greeting, and serving customers with enthusiasm
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ACADEMIC DETAILS

MBA in HR & Marketing - Chandigarh University in 2021-2023 (75.2)
Bachelor of Mass Communication -, Kurukshetra University -2021 (78 %)
12th - St Theresa's Convent School, Karnal in 2016-2017 (68%)
10th - St Theresa's Convent School, Karnal in 2014-2015 (65%)

PERSONAL EXPERIENCE

Skype ID: Saloni Goel (8053909278)

Date of Birth: 13th July 1998

Nationality: Indian

Languages: Hindi, English, & Punjabi