



Sakshi Garg

Talent Acquisition Specialist

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📍 Surat, Gujrat

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👤 PROFILE

Talent and Recruitment Specialist with 2 years of experience, skilled in sourcing CV, interviewing, and candidate assessment. Sourced, assessed, and hired candidates for different roles. Proficient at Data management, Headhunting, LinkedIn and Naukri outreach. Build an entire HR department from scratch.

📁 PROFESSIONAL EXPERIENCE

02/2024 – present
Ahmedabad, India

Media F5

HR Manager

- Led full-cycle recruitment processes.
- Implemented employee recognition programs.
- Ensured compliance with labor laws and regulations, maintaining a zero non-compliance incident record.
- Revised company policies, incorporating remote work, diversity, and inclusion, and regularly conducted compliance audits.

01/2023 – 01/2024
Dubai,
UAE (Work From Home)

BCC Music and Event

Talent Acquisition Executive

- Sourcing: Executed the sourcing plan by understanding the needs of internal and external clients to achieve unit/geography/region recruitment targets.
- Directed in workforce planning sessions and ongoing ad-hoc feedback meetings with hiring managers.
- Candidate Screening: Conducted initial screenings of 100+ candidates to assess their qualifications, skills, and fit for the organization.
- HR Interviews: Conducted seamless screening calls and coordinated the interview with all the prospective candidates.
- Closers: Successfully closed 50+ open positions including influencers, sales, customer support and marketing roles.

07/2022 – 12/2022
Surat, Gujrat

Rajhans Desai-Jain Group

HR Executive Trainee

- Successfully increased the channel mix for the low-cost channel by effective use of Job Portals (Naukri, Indeed and LinkedIn Recruiter).
- Developed an automated system to maintain the records of 300+ applicants, resumes and interview results.
- Organized recruitment activities including job postings, candidate sourcing, interviewing and selection.
- HR Administration: Prepared various letters like offer letter, appointment letter, increment letter, warning letter, experience/service certificate etc. of 80+ candidates.

06/2020 – 06/2021
Gurugram, India

The Hind Radio

Recruiter

- Campus Interviews: Developed and implemented the strategy for hiring campus talent for the assigned portfolio of businesses.
- Managed the presentation, selection, offers, closing around hiring.
- Trained and mentored newer recruiters in successful strategies for interviewing and qualifying candidates.
- Onboarding: Served as a single point of contact for matters related to the recruits from the time of acceptance to the time of joining to generate better conversion ratios and applicant delights.

EDUCATION

2021 – 2023
Bhopal, India

MBA in Media Business Management

Makhanlal Chaturvedi National University of Journalism and Communication
SGPA : 9/10

2017 – 2020
Jaipur, India

Bachelor of Journalism and Mass Communication

Jaipur National University
SGPA : 7.5/10

EVENT EXPERIENCE

2022
Bhopal, India

Chitra Bharti National Film Festival

Management Coordinator

2022
Bhopal, India

Pratibha

Entertainment Manager

2019
Jaipur, India

Technorazz

Volunteer Manager

2018
Jaipur, India

Edumakers

Marketing Coordinator

SKILLS

- Communications Skills
- Employee Relations
- Team Management
- Time Management
- MS Office
- Managerial skills
- Creativity
- Social Media Management
- Influencer Management

LANGUAGES

English
Gujarati

Hindi