

## **VIDHI GARG**

Gurugram

Mobile: - 8171499539

Email ID: - vidhigarg6666@gmail.com

LinkedIn ID: -

[https://www.linkedin.com/in/vidhi-garg-](https://www.linkedin.com/in/vidhi-garg-8b23a41a9?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)

[8b23a41a9?utm\\_source=share&utm\\_campaign=share\\_via&utm\\_content=profile&utm\\_medium=android\\_app](https://www.linkedin.com/in/vidhi-garg-8b23a41a9?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)

---

Looking for Challenging career opportunity with an esteemed organization to secure a suitable position that offers both challenge & good opportunity where I can apply and enhance my knowledge & skills, utilize my abilities with satisfaction which will serve the organization to the best of my effort underline.

### Summary

- Astute and dedicated professional 2.10 Yrs. of Exp. in RPO as a Recruiter giving market research assistance and sourcing support to the hiring teams for Management/ Hourly roles for Marriott International supporting (India, USA, Canada, Caribbean & Latin America)
- Excellent in multifunctional activities in operations
- Able to produce positive results independently
- Self-motivated

### Work Experience

<b>TRUEBLUE LLP, Gurugram</b>
-------------------------------

#### Senior Recruiting Coordinator-

February 2024 – Present

#### Roles & Responsibilities-

- Managing team as team lead and ensure consistent good performance as a backup of operations manager.
- Job Posting – Posting Job advertisement on different Job Boards. For Example – Jobs4Jobs, Classified Ads, Job Spider, VeteranJob Listings and Jobvertise.
- Talent Sourcing- Expertise of using LinkedIn Recruiter, Indeed, CareerBuilder, Monster, HCareer and connect with potential candidates.
- Screening & Evaluation – Determining whether a candidate is qualified for the role based on their education, experience and information based on their resume.
- Facilitate communication between candidates and hiring teams throughout the recruitment process.
- Experience of handling Applicant Screening and CRM Tools – Oracle, Taleo, Mhub and Ascendify
- Data management-Maintain accurate and update candidates records in Application Tracking system (ATS) or relevant databases.
- Facilitate communication between candidates and hiring teams throughout the recruitment process.
- Doing first round screening of applicants to ensure a strong candidate experience and Scheduling interviews of the candidates for further rounds.
- Running Boolean searches and other methods of sourcing candidates.

#### Recruiting Coordinator-

July 2021 – January 2024

#### Roles & Responsibilities-

- Managing team as team lead and ensure that all key matrices of performance as per the client SLA are met.
- Managing team work allocation and structure to ensure consistent good performance as a backup of operations manager.
- Audit team's work and provide feedback, oversee day-to-day operation, monitor team performance and report on metrics, discover training needs and provide coaching and

- organize team building activities.
- Talent Sourcing- Utilize LinkedIn, Indeed, HCareer and other to identify and connect with potential candidates for the vacancies based on criteria agreed with Hiring manager and property.
- Candidate Engagement- Initiate and maintain relationships with potential candidates through effective communication and networking.
- Screening and evaluation – Conduct initial screenings to assess candidate qualification, skills and cultural fit. Screen resumes and prospect.
- Collaboration with hiring team- Work closely and collaborate with hiring managers to understand staffing needs and priorities, to understand the specific job requirements and ensure alignment with candidate profiles.
- Facilitate communication between candidates and hiring teams throughout the recruitment process.
- Data management- Maintain accurate and update candidates records in Application Tracking system (ATS) or relevant databases.
- Generate regular reports on recruitment activities and provide insights to improve the recruitment process.
- Interview Scheduling- Doing the first-round screening of applicants to ensure a strong candidate experience and scheduling interviews of the candidates for further rounds.
- Completing the background and reference of candidate checks on GIS tool as required.
- Experience of handling Applicant Screening and CRM Tools – Taleo, Mhub, ATS, Ascendify
- Running Boolean searches and other methods of sourcing candidates.
- Helping clients in unlocking the hidden reserves of candidates for hard-to-fill positions with the help market research report.
- Helping clients in closing the open role within the deadline by delivering the right pool of candidates as per their requirements.
- Reaching out the potential candidates Individually/mass emailing also disposed/ passive candidates from ATS for different roles.

### Internship

#### 1) The Campus Connect

2 Month

#### Roles and Responsibilities -

- Worked as a Curator as well as Influencer
- Communicated to more than 300 people globally
- Coordinator of the group
- Answered queries of others

#### 2) LUDIFU ( Let Us Do It For U)

3 Month

#### Roles and Responsibilities -

- Worked as a HR Manager
- Activity based Internship
- Complete tasks and make others do it.

### Training

#### TATA Consultancy Services – YEP

2 Month

#### Learning –

- Preparation for NQT
- Focus on Communication
- Remained as a Team Leader
- Group Activities

- **Group Discussions**
- **Personal Development**

#### EDUCATIONAL QUALIFICATION-

- **B.Com(Hons.) from Graphic Era University , Dehradun, Uttarakhand ( 2018 - 21)**
- **MBA (Human Resource) from Graphic Era University , Dehradun, Uttarakhand ( 2023 - Present)**

#### Skills-

- **Strong Interpersonal skills for building employee relations**
- **Excellent communication and active listening skills for all business related communications**
- **Target driven, time management**
- **Linkedin Recruiting**
- **Boolean Search**
- **Meeting deadlines and Prioritization of work**
- **People management**

#### PERSONAL DETAILS:

- **Date of birth- 22 August 2000**
- **Hobbies- Listening to music, Cooking**
- **Fathers Name – Mr. Praveen Garg**

#### DECLARATION:

**I hereby declare that the above-mentioned information is true to the best of my knowledge and believe.**

**Vidhi Garg**

