

# ANJALI DHINGRA

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## RECRUITMENT COORDINATOR

Dedicated staffing and hiring professional seeking to leverage of expertise in talent acquisition to drive recruitment efforts and meet organizational hiring needs effectively. Eager to collaborate with cross-functional teams to build high-performing teams that drive organizational success.

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## WORK EXPERIENCE

### DUCAT

APRIL 2024 - PRESENT

#### HR RECRUITER

- Conducted initial screening of candidates to fill various positions, ensuring a thorough review of qualifications and fit for the organizational requirements.
- Crafting and executing strategies and initiatives to elevate recruitment rates.
- Schedule and coordinate interviews between hiring managers and candidates
- Maintain accurate documentation pertaining to placements, while upholding ethical standards in all recruitment activities.

### NIIT FOUNDATION

SEP 2022 - APRIL 2023

#### RECRUITMENT COORDINATOR

- Develop and maintain relationships with hiring managers and alumni to identify internship and job opportunities for candidates.
- Assisted candidates in preparing for interviews, offering guidance on interview techniques and etiquette.
- Manage the placement process, including job postings, employer outreach, candidate screening, and interview scheduling.
- Stay updated on industry trends, best practices, and legal requirements related to hiring and staffing.
- Conducted job placement drives, including open job fairs, and campus drives and virtual job interviews.
- Established expertise in nurturing relationships with candidates throughout the recruitment process, providing timely communication and feedback to maintain positive candidate experiences.

### JINDAL X

JAN 2022 - JUN 2022

#### CUSTOMER SERVICE REPRESENTATIVE

- Registered and documented customer complaints, ensuring thorough resolution and meticulous record-keeping.
- Handled escalated queries with efficiency and professionalism, ensuring swift resolution and customer satisfaction.
- Mentored new employees to ensure quality customer service and compliance with company policies.

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## EDUCATION

### AMITY UNIVERSITY

Masters of Business Administration - Human Resource Management

2024 - 2026

### Delhi University, Rajdhani College

Bachelor of Commerce

2016 - 2019

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## SKILLS

Recruiting, Interviewing Skills, Campus Hiring, Team Leadership, Event Planning and Coordination, Problem-Solving, Relationship Building, Communication and Interpersonal Skills,