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Malvika Datta

Summary

Results-driven HR Recruitment Specialist with a proven track record of identifying, engaging, and securing top-tier talent across diverse industries. Skilled in candidate assessment, interview methodologies, and negotiation strategies, I leverage advanced recruitment technologies to enhance the hiring process. Recognized for building and maintaining strong, trust-based relationships with candidates and stakeholders at all levels.

While my expertise lies in recruitment, I am eager to broaden my horizons and explore other facets of Human Resources. I am committed to continuous learning and adapting my skills to contribute effectively to various HR functions, including employee engagement, talent development, and organizational strategy.

Experience

HUMAN RESOURCE ANALYST (RECRUITMENT) 10/2023 - Current
GlobalXperts Inc., Noida

- Experienced in recruiting for technical roles, including Windows Patching, Linux Administration, Networking (Tier 1/Tier 2, and Subject Matter Expertise), Microsoft Support Engineering, IBM System Support Engineering, and Data Center - IBM Specialist positions, Data Protection.
- Proficient in managing recruitment data in Master Data sheets.
- Skilled in sourcing candidates from platforms like Naukari and LinkedIn, engaging with them to understand their skill sets, and coordinating their interviews with the panel based on available slots
- Experienced in using HIRO (KEKA) for parsing CVs, progressing candidates based on panel feedback, and scheduling interviews
- Ensuring candidates are prepared for client interviews, joining the client interviews, and ensuring that the interview goes smoothly
- Proficient in candidate follow-up from interview to onboarding, ensuring a smooth transition and addressing any post-onboarding concerns
- Actively involved in organizing office events and Fun Fridays to boost employee morale.

- **Onboarding Documentation:**
- Ensure all new hire documentation is completed accurately and submitted on time.
- Maintain organized records of employee documents, including contracts, tax forms, and identification.

- **KEKA System Management:** Inform new employees about the KEKA platform and its functionalities.
  Assist with the initial login and setup of profiles in the KEKA system.
  Ensure all necessary employee data is accurately entered and updated in the system.

- **Communication and Support:**

- Serve as the primary point of contact for new hires during the onboarding process.
- Address any questions or concerns related to documentation, ID cards, or benefits.

TALENT ACQUISITION ASSOCIATE 05/2023 - 10/2023
HRBotics, Noida

- Evaluated resumes, interviewed, and presented qualified candidates to hiring managers and solicited feedback to refine recruiting strategy
- Sourced and screened candidates for Non-IT roles using (Linkedin, Job Hai, Apna Job, Monster, Naukri, and Shine) and worked with hiring managers to coordinate interviews, offers, and onboarding
- Worked for our client (Eduroids) sourcing interns from Linkedin for (Business Analyst Intern, Talent Acquisition Intern, Full Stack Intern, and Financial Analyst Intern) converting leads into sales, generating the revenue as well as forming batches for Experiential Learning Program
- Developed and maintained strong working relationships with executives, HR team, and hiring managers to foster partnerships that produced consistent results
- Providing a positive and professional experience to candidates throughout the recruitment process, ensuring effective communication, timely feedback, and a smooth onboarding experience
- Developed and implemented onboarding and orientation programs for new employees.

TALENT ACQUISITION INTERN 11/2022 - 05/2023
Sarika HR Solutions, Bangalore, Remote

- Sourced and screened candidates for different roles (Non IT) using (Linkedin, Job Hai, Apna Job, Monster, Naukri, and Shine)
- Supported the Talent Acquisition team by sourcing potential candidates, reviewing resumes, and conducting initial phone screens
- Assisted in scheduling interviews and coordinating candidate assessments, leading to a streamlined hiring process
- Contributed to drafting and editing job descriptions to accurately reflect position requirements and attract top talent
- Maintained the Applicant Tracking System (ATS) by inputting candidate information, updating statuses, and generating reports.

Skills

- Sourcing Strategies
- Candidate Screening
- Interviewing Techniques
- Negotiation Skills

- Communication Skills
- Networking Abilities
- Data Management
- Problem Solving

- Time Management
- Adaptability
- Ethical Recruitment Practices

Education

Executive MBA (Human Resource Management), 01/2024
Loyola Institute of Business Administration, Chennai

Bachelors (BCom), 01/2018
SOL, Delhi

Current Location   Noida

Websites, Portfolios and Profiles   https://www.linkedin.com/in/malvika-datta-33479416a

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Languages

Hindi: B1
Intermediate

English: B1
Intermediate

Personal Information

Date of birth: 17/08/1996
Gender: Female

Nationality: Indian