

# Dipti Biswal

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## Profile

Dedicated Talent Acquisition Specialist successful at managing full recruitment life cycle. Develops and implements customized strategies to meet specific position requirements and source qualified candidates. Adept at building and maintaining positive relationships with employees and management. Offering 2 years of recruitment strategy development.

## Experience

### **TALENT ACQUISITION EXECUTIVE | NIIT FOUNDATION | OCTOBER 2022- MAY 2024**

- Sourced and recruited top talent across diverse teams: Digital Marketing Manager, Regional Manager, Senior Manager- Placement, Graphic Designer, Partnership Manager, Fundraising Manager, from entry-level to leadership positions.
- Handling the entire recruitment process, from sourcing, pipeline management, screening, assessment & interviewing, salary proposal, and offer management across all the (mid-senior to leadership roles), managing 15-18 positions at one time.
- Scouting talent from different source mixes (Naukri.com, Indeed, LinkedIn Recruiter) employee referrals, Campus Connects and talent pool.
- Managed the recruitment process through applicant tracking systems (ATS) and ensured accurate and up-to-date candidate records.
- Collaborated with cross-functional teams to implement improvements in the recruitment process and enhance the candidate experience.

### **TALENT ACQUISITION INTERN | NIIT FOUNDATION | JUNE 2022- SEPTEMBER 2022**

- Talent acquisition specialist with expertise in screening and selecting qualified candidates.
- Coordinating interviews and providing timely feedback to applicants.
- Utilized diverse recruitment channels for comprehensive candidate sourcing, including social media, classified ads, and offline settings.

## Education

**MASTER OF BUSINESS ADMINISTRATION, HR | 2023-2025 | MANIPAL UNIVERSITY, JAIPUR, INDIA**

**BACHELOR OF BUSINESS ADMINISTRATION | 2019-2022 | LINGAYAS VIDYAPEETH, DELHI, INDIA**

## Skills & Abilities

- End to end recruitment
- Salary and benefit negotiations
- Applicant Tracking System (ATS)
- Data- driven decision- making
- Onboarding Processes
- Talent Acquisition
- Report Preparation
- Recruitment Planning

## Performance and achievements

- Achieved maximum number of closures in the team (Approx. 100+ Hiring in 12 months) within the TAT (Requisition to Offer and Requisition to Join)
- Achieved maximum number of Leadership position closures in the team (Approx. 14+ Hiring in 10 Months) within TAT.