

RECRUITMENT EXECUTIVE

Deepa Dhanola

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SUMMARY

Hiring for Finance & accounts, HR Domain & Operations, Sales & Marketing and Risk Regulatory domain

CAREER OBJECTIVE

To enhance my professional skills in a dynamic and fast paced workplace

SKILLS

Non IT Recruitment, Ms Office (Excel, Word, Powerpoint)

EXPERIENCE

Oct-2020 - Jul-2021

Financial Sketchers

Recruitment Executive

Prepared all recruitment strategies and ensured achievement of all objectives.

☒ Developed strategies by placing job advertisements in various news and job sites.

☒ Participated in various candidate selections and prepared an efficient interviewing schedule.

☒ Analysed all job requirements and screened the appropriate candidate for job.

☒ Negotiated with movers and assisted employees with temporary accommodation if required.

☒ Monitored organization policies and recommended changes if required.

Jul-2021 - May-2024

Bridging Gaps

Talent Acquisition Executive Working for Manufacturing/ Ecommerce (start-ups) / Shared Services/ FMCG Clients.

- Develop recruitment goals and objectives
- Develop sustainable recruiting strategy based on our goals and needs
- Source passive candidates from different job Portals like Naukri, LinkedIn, Monster etc.
- Search resume databases for the most fit candidates
- Communicate with Hiring Managers
- Determine the effectiveness and success of current recruiting plans and strategies
- Write and proofread job descriptions
- Recommend new sources for active and passive candidate recruiting
- Build talent networks to find qualified active and passive candidates
- Use multi channel approach to recruit
- Evaluate which sources bring best candidates
- Identify key recruiting KPIs
- Plan and implement a Recruitment Marketing and Employer Branding strategy to attract high quality applicants
- Review applicants to evaluate if they meet the position requirements
- Interview candidates following company's rules and regulations
- Working on Finance & Accounts and Operations profiles like Talent Acquisition, Taxation, Talent Management , Company Secretary
- Order to Cash, Record to Report, Accounts Receivable, Accounts Payable, Intercompany reconciliation, Business Assurance, Risk & Compliance, HRBP, Talent Acquisition, FP&A, Financial Governance, Process Transformation and Continual Improvement, Reporting & Analysis, Quality Manager, Head Finance COE, Financial Accounting etc.

Jun-2024 - Till Today

Consultant

Pousse Management Services

Coordinate with hiring managers to identify staffing needs

Determine selection criteria

Source potential candidates through online channels. (e.g. Naukri and LinkedIn)

Plan interview and selection procedures, including screening calls, assessments and in-person interviews.

Assess candidate information, including resumes and contact details, using our Applicant Tracking System.

Design job descriptions and interview questions that reflect each position's requirements

EDUCATION

Degree/Course	Institute/College	University/Board	Percentage/CGPA	Year of Passing
10th	Vidya Bal Bhawan Sr. Sec. School	CBSE	66 %	2015
12th	Vidya Bal Bhawan Sr. Sec. School	CBSE	50 %	2017
B.Com	PGDAV College	Delhi University	60% %	2020

STRENGTHS

Can work under pressure, able to complete the work before its deadline and focuses only one thing at a time

HOBBIES

Travelling and singing

PERSONAL DETAILS

Address	Greater Noida West Noida, 110096
Date of Birth	7 October,1999
Gender	Female
Nationality	Indian
Languages Known	English and Hindi

DECLARATION

I hereby declare that the details above are true and correct to the best of my knowledge and belief

Deepa Dhanola