

## CONTACT

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- Hometown: Alwar, Rajasthan
- Current location: Jaipur, Rajasthan

## EDUCATION

- B.Sc. Hons. Microbiology, JECRC University, Jaipur Rajasthan. (2019-2022)
- MBA Human Resources, NMIMS Mumbai, Maharashtra. (2022-2024)

## SKILLS

- Talent Management
- Recruitment
- Project Management
- Screening
- Sourcing
- Negotiation
- Training & development
- Project Management
- Employee Relations
- Performance Management
- Staffing & Recruiting
- Employee Lifecycle

## PUBLICATIONS

- Halophilic Bacterial Diversity of Sambhar Salt Lake, Rajasthan, India, 2022.

# NISHA CHAKRAVATI

## ASSISTANT MANAGER – TALENT ACQUISITION & CLIENT SERVICE

Passionate about connecting exceptional talent with dynamic opportunities, I bring 2+ years of experience in talent acquisition and recruitment strategy to the table. With a keen eye for identifying top performers and a dedication to fostering meaningful professional relationships, I thrive in fast-paced environments where sourcing, screening, and onboarding top talent is paramount.

## EXPERIENCE

### ASSISTANT MANAGER – TALENT ACQUISITION & CLIENT SERVICE | QSS GLOBAL LLP, JAIPUR. AUGUST 2022 - PRESENT

- Handling end-to-end recruitment process for both Non- IT and IT profiles through sourcing and selection of best talents, coordinating with stakeholders to understand and plan the requisition process (Worked Majorly on Sales Profile, R&D, Plant profiles, Operations, Finance Profiles, IT Profiles, Technical Profiles)
- Hands on experience in LinkedIn and Naukri based sourcing.
- Top performer in team with most offer rollouts in a single quarter (Target Achiever).
- Taking care of end-to-end offer rollout process.
- Maintaining tracker for my accounts which includes data like the number of profiles shared for an open requirement, offers rolled out, work in progress cases and the sourcing plan and joiner report for each week.
- Analyzing the joiner and offer report to take data driven decisions like the best sourcing mix, best source of profiles, reasons for offer rejections and non-joiners.
- Maintaining Employee Relations, Succession Planning and Skill Assessments, Strong follow-up with the candidate.
- Experience in handling prestigious clients and niche skills.
- Majorly worked for the clients like, Electrical Industry, Electronics Industry, Building Material Industry, Automobile, IT MNC's, Retail, Logistics, Manufacturing clients, Mining, OEMs and many more.
- Hands on experience in Boolean and Non-Boolean Search.