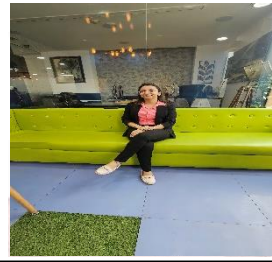


Divya Mendiratta

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CAREER OBJECTIVE

A Human Resource Professional and wants to be part of an organization, which provides me ample number of opportunities to exercise my administrative and analytical skills and expand my learning's, knowledge, and skills to establish myself in challenging service industry.

SUMMARY

Talent Acquisition Specialist with bringing approx. 2.5+ Years of experience into Hiring, On-boarding, behavioral interviewing, and relationship management with powerful listening and communication skills and the ability to build strong relationships Familiar with a wide range of recruitment methodologies including professional and social media Hiring platforms like Naukri, Monster and LinkedIn. Flexible and Focused team player with experience in Core HR proficiencies, Operations, Strategic Planning, and Time Management. Considered highly knowledgeable in HR Operations, Information Technology, Non-IT Positions + Analytical Roles. In every past role I have held, I have demonstrated a high degree of professionalism, a strong work ethic and commitment to maintaining the high standard of the organization.

WORK EXPERIENCE

UpGrad (Rekrut)

Talent Acquisition (21st May 2024 till date)

Managing client's portfolio of approx. 20 million and more. Responsible for TA of NBFC's, Investment Bank, and Insurance Domain.

Working specifically on Financial and Analytical roles like Credit Analysis, Corporate and Collateral Margins, Risk and Governance, Data Modeler, Relationship Manager, Business Relationship Manager, HR TA BFSI/IT roles, Legal Manager (LAWYER), Branch Managers, Oncology Analyst(Clinical Med), Python Developer, Trade Surveillance, SAP Finance Analyst, Workday Engineer, Mainframe COBOL engineer, Investment Compliance Analyst (Aladin), Frontend Developer (react0, Backend developer, (JAVA), Test Engineer(Automation + Manual), Account Payables, Accounts receivables, Financial Modelling, Project Manager(PMO Certified), CBERD Operations and Risk and Control,

Managing clients: CRISIL, BNP Paribas, TATA AIG, GIC Housing Finance, HDB financial Services, AXIS Finance

Responsibilities.

- Handlings position from AM to Manager to AVP.
- End to End HR Life Cycle, Sourcing using databases, social media, and post jobs on appropriate job-seeking platforms (Naukri, LinkedIn, Monster), Staffing, On-boarding, Screening + Short listing, Team Player, Reporting, Vendor Management with Clients, Interviewing, Executive Hiring, Niche Skills Hiring, Mass Hiring's (Drives). Using databases, social media, and post jobs on appropriate job-seeking platforms
- Develop and update job descriptions and Conducting and Scheduling 1st Round of Interviews using various reliable recruiting and selection methods to assess applicants' relevant knowledge, skills, soft skills, and aptitude
- Preparing reports on the no. of closures, Joining, internal movements, and offer decline numbers to ensure the flow of work to reach the target.
- Maintain a database of all the candidates and performing in-person and phone interviews with candidates. And perform other administrative duties (such as data entry into in-house software (XOPA)

Elements HR Services Pvt. Ltd.

Talent Acquisition Consultant (1st June 2022 – till 17th May 2024)

Managing and taking care of client's portfolio worth Rs.16 million to Rs.20 million. Responsible for talent acquisition of Investments bank, Insurance Domain, and wealthy advisory services in different domains:

IT Hiring—JAVA/J2EE, Angular, Big Data Hadoop, Sales force, API, Full Stack, Mean Stack, Quality|Software Engineer, Pega Tester|Developer, Solution Architect, Cyber Security, Mainframe Designer| Developer, Abinitio, Informatica.

Reinsurances—Claims, Fiduciary, Operations Manager, Risk Underwriters, Risk Consulting, Technical Consulting.

TA Specialist and HR Operations—People Advisory Partner, TA service and process managers, HRBP's

BFSI —Data Governance, Data Management, Product Control Manager, Financial Valuations, Data Analytics and vizualization

Niche Skills— Actuary (Pension/GI), Sr.BID Management, Sr. Catastrophe Modelling, Workday Report Developer, Alteryx.

Responsibilities

- Handling Talent Acquisition of Positions starting from AM, DM, BA3, BA4, AVP's, VP's, AD's Level.
- Planning and monitoring Employee Punctuality, Regularity, Joining, Salary negotiations, Documentation and On-boarding of the new joinee.
- End to End HR Life Cycle, Sourcing using databases, social media, and post jobs on appropriate job-seeking platforms (Naukri, LinkedIn, Monster), Staffing, On-boarding, Screening +

Short listing, Team Player, Reporting, Vendor Management with Clients, Interviewing, Executive Hiring, Niche Skills Hiring, Mass Hiring's (Drives). Using databases, social media, and post jobs on appropriate job-seeking platforms

- Screening + Short listing and interviewing potential candidates on their past experience, skills & education.
- Connecting with Company's Hiring Managers/Line Managers to understand niche skills positions and coordinating for interview process with the Hiring|Line Managers. Supports and suggests improvements in the entire hiring process.
- Develop and update job descriptions and Conducting 1st Round of Interviews using various reliable recruiting and selection methods to assess applicants' relevant knowledge, skills, soft skills, and aptitude.
- Making recommendations to company hiring managers and coordinating interviews with the hiring managers.
- Creating Hiring-Joining monthly reports for Senior Management.
- Preparing reports on the no. of closures, Joining, internal movements, and offer decline numbers to ensure the flow of work to reach the target.
- Managing employee training for new hires, and assigning and briefing the requirements to team and offering continuous guidance and mentorship on best practices while providing constructive feedbacks.
- Managing database of all resumes of candidates on excel sheets and monitoring industry trends for a healthy and better competition
- Following up with the interested candidates and maintaining healthy relations and explaining and providing him/her information regarding Employee benefits, programs.
- Maintain a database of all the candidates and performing in-person and phone interviews with candidates. And perform other administrative duties (such as data entry into in-house software(Turbo-hire))
- Proficient in scheduling interviews, posting Job Openings, & performing various tasks.

Managing other clients: MMC (Marsh, Mercer, JLT, GC), Barclays, Fidelity International, The CITCO Group.

Earlier worked at **Ghumne Chalo Tours & Travels** as **International Travel Sales and Operations Executive** (October2017-February,2020.)

KEYSKILLS

- Ability to participate effectively in team-based information sharing environment
- Ability to plan, prioritize and deliver tasks on time
- Maintaining progressive + positive attitude towards learning
- Talented at managing communications, relationships at all facets of hiring process

- Ability to Multi-Tasking
- Languages Known: English, Hindi
- **Workday, Turbohire, Taleo, MS-Excel, Word, PPT.**
- Computer Knowledge: MS-Office, Amadeus & Internet, Sourcing

ATS

- Workday, Turbohire, XOPA, Taleo, MS-Excel, Word, PPT.
- Outlook
- HRIS

PAST TRAINING

- Successful completion of the Global Distribution Systems Fares and Ticketing-AMADEUS course during the exam session: Delhi, March 2017
- Successful completion of the Destination Management Program on Madhya Pradesh & Germany from Kouni Academy (Connaught Place, Delhi), Oct2016.

EDUCATIONAL QUALIFICATION

Course	Board/University	School/College	Passing Year
Masters in Sociology	IGNOU	Vivekananda Mahila College	2024
B.A. Program	Delhi University	Hindu College DU	2019
Diploma in Aviation & Travel Industry.	IATA	Bird Academy	2017
12 th	CBSE	Vivekanand Public School	2016

PERSONAL DETAILS

Date of Birth: November09, 1997

Father's Name: Mr. Anil Kumar Mendiratta

Hobbies: Listening Music, Traveling, and watching movies/ TV Series.

I certify that the above particulars are true to the best of my knowledge and belief.

Divya Mendiratta