

DEEPAK MANCHANDA

Talent Acquisition & Business Development



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New Delhi



[LinkedIn](#)

WORK EXPERIENCE

Human Resources- Talent Acquisition

Aviation Indeed Pvt. Ltd.

July 2023 - current

Gurugram

- Managed end to end Recruitment Cycle.
- Headed an Airlines Client's end to end Contact Centre Recruitment.
- Reduced average time-to-hire.
- Generated over 11 Lakhs Revenue in 7 Months for the company from successful hirings.
- Successfully conducted a Recruitment Drive for International (Hong Kong) Client with capacity of over 200 candidates in the span of 3 Days.
- Trained in both IT & Non-IT hirings.
- Assisted in launching the company's New Admissions Project to help students enter the aviation sector.
- Onboarded a few Clients/Institutes for smooth Admissions process.
- Developed relationships with clients through positive interactions.
- Prepared client deliverables and coordinated other client interactions via email and conference calls.
- Prepared written summaries of client interactions outlining goals achieved during appointments.

Sales & Customer Support

Sitel India Pvt. Ltd.

April 2022 – November 2022

Gurugram

- Worked as Customer Service Executive for Credit Agency in USA– Equifax Inc.
- Solving Consumers Problems based on the Credit Reports.
- Suggesting Strategic steps to Consumers to Prevent Frauds and Identity Theft.
- Upselling the Services of the Company.
- Successfully sold the services of company to over 100 US Clients in period of 8 Months.

EDUCATION

B.B.A.

Bachelor's of Business Administration

Tecnia Institute of Advanced Studies, Indraprastha University

July 2020 – July 2023

Rohini, New Delhi

SKILLS

Client Onboarding

Selling

Strategic Thinking

Prompt Engineering

LinkedIn Recruitment

Excel/ Google Sheets

Candidate Sourcing

Applicant Tracking Systems

International Recruitment

Project Initiation and Development

Project Management

Leadership Experience

Counselling

Salary & Benefits Negotiations

Relationship Management