



# Deepti Gurung

## Talent Acquisition Specialist

- Detail-oriented Talent Acquisition Specialist with 3+ years of Recruitment Life Cycle (from job portals-Naukri, LinkedIn Recruiter, Dice, Monster (now foundit), Indeed, Hirect, Internshala) and Interns' onboarding to offboarding).
- Have worked on both IT & non-IT roles, both onsite and remote, from a freelancer to an FTE.
- My area of expertise: Interpersonal Communication, Team Management, Talent Acquisition (US & India), Talent Need Forecasting and Requirement Gathering (Skill Discovery, Gap Analysis), Negotiation, Customer/Client Centric.

## Contact

+917379332162  
gurungdeepti1211@gmail.com  
<https://www.linkedin.com/in/dgurung-85b266151/>  
New Delhi

## Education

### University of Lucknow

- 2017-2019 Masters in Tourism  
minor HR
- 2014-2017 BBA- Management

## Miscellaneous

- QC Expert-freelance | FreeCo, Nov'22-Jan'22
- The Complete Digital Marketing Course | 17 in 1 | udemy, Dec'21
- Guest Services Associate | Novotel Hotel & Resort, Lucknow | Feb'20-May'20
- Guest Services Associate | Hilton, Lucknow | Oct'19-Feb'20
- On Job Trainee-FO | Hilton, Lucknow | June'19-Oct'19
- Diploma in HRM | Alison, May'19
- Travel Coordinator Intern | GRV Holidays, Lucknow | Dec'18-Feb'19

## Languages

Expertise - English, Hindi, Nepali  
Beginner - Korean

## Experience

Feb 2022- July 30th, 2024

Techolution

### Associate Talent Match Specialist - US

- End-to-end recruitment for US and India (onshore/offshore) - drafting JD, sourcing and screening profiles from job portals (LinkedIn Recruiter, Dice, Monster, Naukri, Indeed, Internshala, Hirect).
- Conducting pre-screening interviews, salary negotiation, reference checks, logistics coordination (asset alignment) and pre-engagement discussions until the candidate joins the organization while preparing a pipeline of backup profiles.
- Conducting interview kickoffs and debrief sessions for new hires.
- Handling communication with the stakeholders and providing aid in preparing schedules for recruitment activities and their execution.

Dec'20-Jan'22

Gladiris Technologies Pvt. Ltd., Pune

### HR Generalist

- Responsible for complete generalist role (end-to-end recruitment, onboarding, background verification check, employee grievance, offboarding, etc.).
- Maintained daily task sheet, and performance report of employees (and interns).
- Handled 2 teams- HR team (of 2 interns) and Social Media Marketing team (of 8 members- 2 Social Media Marketers, 2 Graphic Designers, 1 Video Editor, 2 Content Writers/Bloggers, and 1 Research Analyst).
- Wore multiple hats - Account Management, Social Media Marketing (content research, branding, and designing posters).

July'20-Oct'20

Gladiris Technologies Pvt. Ltd., Pune

### HR Trainee

- Assisted in end-to-end recruitment cycle - prepared JD & post on different job portals (Internshala, Indeed, LinkedIn, HelloIntern, Amigoz, Hirect), screened resumes, scheduled interviews & drafted offer letters (interns/employees).
- Coordinated with all active interns for a bi-weekly work status report, & shared with the Head HR.
- Coordinated actively for Campus Recruitment (for internships).

## Reference

### Shruti Chaudhari (ex-Gladiris)

Employee Relations-Associate |  
Merilytics, Hyderabad

Phone: 9665917870 || 7820929064  
Email: shruti.chaudhari999@gmail.com

### Shrutika Jumde (Techolution)

Lead Recruiter - US

Email: shrujukumde07@gmail.com