

DIVYA DHAKOLIYA

HUMAN RESOURCE EXECUTIVE

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PROFESSIONAL SUMMARY:

Dedicated HR professional with 3 years of hands-on experience in HR executive functions and recruitment. Proficient in talent acquisition, recruitment strategies, and effective candidate sourcing techniques. Skilled in conducting interviews, assessing candidate suitability, and managing the onboarding and offboarding processes seamlessly. Proven expertise in handling leave management and grievance resolution effectively, ensuring a positive employee experience.

WORK EXPERIENCE:

SimplePlan Media

Human Resource Executive || 15th December, 2021 - 10th May 2024

- Closed over 30 positions across various departments, showcasing efficiency and effectiveness in the recruitment process.
- Sourcing from platforms such as LinkedIn, Naukri, Internshala, and Indeed to source top-tier candidates, ensuring a diverse talent pool
- Consistently achieved hiring goals within a strict one-month timeframe, demonstrating a proactive approach and strong organizational skills.
- Successfully recruited over 10+ professionals for both the design and IT departments, demonstrating adaptability and domain-specific expertise.
- Conducted thorough interviews for candidates across IT and non-IT roles, ensuring alignment with organizational needs and culture.
- Implemented employer branding strategies to enhance talent attraction
- Initiated outreach to over 100+ potential candidates monthly for technical and design positions, expanding the talent pipeline.
- Utilized strategic talent acquisition approaches to successfully fill senior-level positions.
- Managed onboarding, offboarding, leave administration, grievance resolution, and performance management for a team of 40+ employees, ensuring smooth operations and employee satisfaction.
- Engaging in campus recruitment endeavors targeting institutions such as the National Institute of Fashion Technology (NIFT), Delhi University (DU), and various other renowned IT colleges. Providing students with comprehensive guidance regarding diverse roles and responsibilities.

Bobble Heads Media

HR Operations and Analyst || 13th May, 2024 - Present

- Oversaw HR operations within a dynamic marketing agency, specializing in client servicing and non - IT profiles.
- Managed comprehensive employee lifecycle activities, from recruitment to exit processes.
- Conducted thorough onboarding and offboarding procedures, ensuring smooth transitions and compliance.
- Developed and implemented employee engagement initiatives to boost morale and productivity.
- Administered compensation and payroll management, ensuring accuracy and timeliness in salary disbursements.

Ifortis Worldwide

Human Resource Trainee || 15 Aug - 15 Sept 2021

- Recruited 10+ candidates for marketing and sales roles
- Conducted 20+ interviews for sales and marketing positions
- Oversaw a team of 16+ interns

INTERSHIPS:

Campus Ambassador, The Jurni Media || Dec 2020 - Jan 2021

Content Writer, That Amusing Girl || 14 Feb 2021- 14 March2021

Content Writer, Career Naksha || 26 March – 26 May 2021

EDUCATION:

YMCA, NEW DELHI || 2022

PG Diploma In Personnel Management

Kamala Nehru College, Delhi University || 2021

Bachelor of Arts, Major in History and Political Science

DAV Public School || 2018

Completed class 12th

SKILLS:

- Recruitment and Staffing
- Performance Management
- Employee Relation
- Employee Engagement
- Talent Acquisition
- Sourcing
- Interviewing
- Leaves and Grievance Handling