Hemali Thosani
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Career Objective:

To expand skills and experience within corporate world. Become professional and gain experience in order to enhancement of Organization.

Skills:

- Communication skills
- Problem-solving skills
- IT Recruitment
- Non-IT Recruitment
- Negotiation
- Client Co-Ordination
- TAT (Turn Around Time)

Technical Skills:

- PHP, HTML Designing Tool: Photoshop, Corel DRAW, Illustrator, MS-Office.

Work Experience:

Worked with British council (Centum Learning Pvt. Ltd.) as venue partner from July 2016 to March 2020. (Can be considered as extra activity.)

1) **Worked with ACS (Avid Consultancy Service) as IT Recruiter cum Business Development from June 2016 to July 2017, Ahmedabad.**

   - Understanding workforce planning and resource forecasting by working with the resourcing team to feed into recruitment timelines
     Communicating with external sources, i.e. peer organizations to acknowledge any trends in recruitment and markets which could impact upon the business.
   - Sourcing and attracting candidates by using databases, social media and conducting interviews and filtering candidates for open positions.
   - Hands on experience with various selection processes (phone interviewing, reference check etc)
   - Worked on requirements such as UI/UX Designer/Developer, Web designer, Graphic Designer, Network Administrator, Software Engineers e.g. PHP, .net, Java, JavaScript Developer, Big Data Developer, Hadoop Developer / Admin with Kafka, Quality Analysts, Cloud Technology which involves all kind of levels such as Junior, Mid-Level, Senior, Lead to Architect.
   - Involved in Lead Generation activities includes negotiation on standard commercials, (e.g. Generally 8.33% for Domestic.) Co-ordination with POC, Meeting with Directors etc.

Worked for Clients:

- Sigma Info Solutions, Lore Software Solutions, Multidots, Redixweb ETC.

2) **Worked with Pegasus Corporate Solution as HR Consultant from Aug 2017 to Feb 2018, Ahmedabad.**

- Writing and posting technical job descriptions
- Sourcing potential candidates on niche platforms, like Stack Overflow and GitHub
- Parse specialized skills and qualifications to screen IT and Non IT resumes.
- Experience in managing a recruitment team with a strong understanding of talent acquisition
- Communicating with external sources, i.e. peer organizations to acknowledge any trends inrecruitment and markets which could impact upon the business.
- Sourcing and attracting candidates by using databases, social media and conducting interviewsand filtering candidates for open positions.
- Managing Candidates at Client locations While Drives.
- Worked on requirements such as UI/UX Designer/Developer, Web designer, Graphic Designer, Network Administrator, Software Engineers e.g. PHP, .net, Java, JavaScript Developer, Big Data Developer, Front Desk, Sales Executive, EA To CEO/ Director/ MD, HR Profiles which involves allkind of levels such as Junior, Mid-Level, Senior, Lead to Architect.
- Involved in Lead Generation activities includes negotiation on standard commercials, (e.g.Generally 8.33% for Domestic.) Co-ordination with POC, Meeting with Directors etc.

Worked for Clients:

- Inkith Technologies, Sigma Info Solutions, Redixweb, Web India INC., Cognizant, PepsiCo,Sterling, WockHardt, Troikaa Pharma, Tiger Logistics, Delhivery

3) **Worked with Fibre2fashion.com as Sr. Executive – Client Servicing from Nov 2018 to Dec 2021,Ahmedabad.**

Current Responsibilities

- Cultivating solid relationships with clients through the provision of exceptional after-salesservice.
- Creating a positive onboarding experience for new clients.
- Regularly interacting with clients through telephone calls, email communications, Skype, etc.
- Identifying ways to overcome clients' initial dislike of company products.
- Maintaining an accurate record of all existing and potential clients.
- Responding to client inquiries in a timely and professional manner.
- Training and providing overall guidance to client service employees.
- Keep Track of Customer Conversations.

Previous responsibilities As Executive- Relationship Management

- Responsible for Internal Hiring.
- Managing Recruitment page of Fibre2fashion.com.
  - Update banners
  - Job Postings on daily basis from Admin Side
  - Update Home page jobs from Admin Side
  - Update Featured jobs from Admin Side.
- Performing in-person and phone interviews with candidates
- Managing End client and their openings.
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved.

4) **Working with Webline India as Human Resources from January 2022 to today.**

- Responsible for end-to-end Internal Hiring.
- Conduct employee onboarding and help organize training & development initiatives
- Promote HR programs to create an efficient and conflict-free workplace.
- Screen applicants to evaluate if they meet the position requirements.
- Work with hiring managers to create job descriptions.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Develop a pool of qualified candidates in advance of need.
- Drafting and posting job descriptions.
- Interviewing candidates.
- Developing own network of suitable candidates.

Education History:

Course	Institute/Board/University	Year	CGPA/CPI/ Percentage
MCA	L.J Institute of Computer Applications, GTU	2016	7.77
B. SC.IT	Atmiya Group of institutes, Saurashtra university	2014	8.62
H.S.C	Late shree s.g.Dholakiya School, Gujarat Board	2011	83.71%
S.S.C	G.T. Sheth School, Gujarat Board	2009	85.38%

Declaration

I hereby declare that all the details furnished above are the true to the best of my knowledge and belief.

Hemali Thosani