

Looking for a challenging position where I can utilize my experience and be a part of growth.

DLOGICS - TALENT ACQUISITION SPECIALIST(OCT '21 – PRESENT)

- ❖ Responsible for the Entire Recruitment process till the final placement of the candidate.
- ❖ Recruitment process contains senior, middle & entry level positions.
- ❖ Co-ordination with job portals for the resume screening & then co-ordination with the candidates for the final interview.
- ❖ Responsible for Business Development Activities.
- ❖ Filtered through & reviewed complete profile/resume & evaluated applicant work history, education & training, job skills, desired salary/hourly rate & personal qualifications against open requirements.
- ❖ Prioritized client's requirements in a high volume, time-sensitive environment to deadlines.
- ❖ Established & maintained professional relationships with candidates.
- ❖ Developed & implemented effective recruiting strategies in order to attract, screen, recruit, & select high quality candidates.

DIGITECH SERVICES (DECEMBER 2010 - JANUARY 2012)

Recruitment and Selection

- ❖ Coordinating with cross-functional departmental heads for assessing their manpower requirements.
- ❖ Maintaining a data-bank of potential candidates/ ex-employees.
- ❖ Interfacing with recruitment agencies/ placement consultants for selection of appropriate candidates and forwarding vital information about the position requirements and associated remuneration and privileges.
- ❖ Taking their preliminary round of interview.
- ❖ Selecting the most deserving candidate and managing the post-selection activities such as generation of offer/ appointment letter, induction, etc.

Employee Relationship Management

- ❖ Creating harmony between organizational and personnel goals with a view to ensure achievement of organizational mission.
- ❖ Regularly discussing specific issues with employees regarding their grievances, and undertaking steps for resolving them.
- ❖ Educating the employees about company policies and rules, safety standards to be followed.
- ❖ Determining motivation & satisfaction levels of employees through personal interaction.

SPL ADVERTISING - HR EXECUTIVE (JAN '08 - NOV '10)

Recruitment

- ❖ Involved in sourcing & recruiting of candidates for internal hiring
- ❖ Involved in end -to- end recruitment process which includes sourcing, phone screening, scheduling the interview, setting interview panel, taking personal interview, negotiations, giving the offer letter.
- ❖ Searching the candidates through reference, posting job on the portals networking etc

Induction

- ❖ Involved in preparing a tailor-made induction schedule for new Joinees.
- ❖ Responsible for conducting induction program includes joining formalities, introduction to company profile & introduction to all departments.
- ❖ Performance Appraisals
- ❖ Responsible for the timely reviews & appraisal of performance
- ❖ Facilitating & maintaining data from all the departments. Employee Relations & Other HR/Admin Activities
- ❖ Handle employee grievances
- ❖ Responsible for resolving employee related issues.
- ❖ Responsible for arranging programs for employee motivation
- ❖ Maintains documentation, feedback & other MIS

N SUPPORT CONSULTANCY - RECRUITMENT EXECUTIVE

(JULY 2007 - DEC 2007)

- ❖ Responsible for the Entire Recruitment process till the final placement of the candidate.
- ❖ Recruitment process contains both senior, Middle & entry level positions.
- ❖ Co-ordination with job portals for the resume screening & then co-ordination with the candidates for the final interview.
- ❖ Responsible for Business Development Activities.
- ❖ Filtered through & reviewed complete profile/resume & evaluated applicant work history, education & training, job skills, desired salary/hourly rate & personal qualifications against open requirements.
- ❖ Prioritized client's requirements in a high volume, time-sensitive environment to deadlines.
- ❖ Established & maintained professional relationships with candidates.
- ❖ Developed & implemented effective recruiting strategies in order to attract, screen, recruit, & select high quality candidates.
- ❖ Clearly communicated all aspects of the offer including salary, benefits, bonuses, relocating, etc.

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EDUCATION

Lalit Narayan Mithila University, Darbhanga

Master of Business Administration - MBA, Human Resources

Management/Personnel Administration, General