

# Rakshita\_Galathiya

## TALENT ACQUISITION

To achieve higher growth through continuous learning and keep myself dynamic, visionary, and competitive in changing industrial scenarios.

### PROFESSIONAL SUMMARY

HR Talent Acquisition Professionals with 4+ years of experience across multiple verticals. Specializing in sourcing, HR administration, and diversity, equity, and inclusion. A proven track record of collaborating with human resources and cross-functional teams to execute diversity recruiting initiatives and drive organizational development and growth for enterprise technology companies.



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### EDUCATION

MBA Running, Ahmedabad

B.COM – Saurashtra University Rajkot

HSC – GSEB

SSC – GSEB

### SKILLS KNOWLEDGE

Recruitment strategies

IT – NOT IT Recruitment

Decision Making

Candidate Sourcing

Communication

Leadership

Management

5S Methodology

### LANGUAGE

ENGLISH

HINDI

GUJRATI

### EXPERIENCE



**JMS Advisory** - June 2022 to till

Sr. Talent Acquisition IT – Non IT Sourcing

Workforce planning

Job Analysis and Description

Sourcing Candidates (Naukri, LinkedIn, Found it, Indeed Etc)

Candidate Screening

Interviewing scheduling to On boarding

Feedback and communication



Client Handling



**SAJJ Décor** – Dec. 2019 to May 2022

- Administration with Digital Marketing Executive

Handling across Multiple Work

Handling Digital Marketing Part Make Post, and handling Social media Account with E-commerce site.

Handling India Mart Portal for Inside sales in pan India

Handling Client, whole company data, stock, out-in word

Also, Handling Freight Management pan India.

As well as Non IT Recruitment.



## ACHIVEMENT CERTIFICATION

HRMS Certificate from Great Learning

Creative Newspaper – Divyabhashkar

5S Methodology certificate

## ● **KRISH Consultancy** – Nov. 2017 to Nov. 2019

- Recruitment Executive (NON IT)

Handling Client

Feedback and communication

Candidate Screening

Sourcing Candidates (Times job, Naukri, Found it, indeed, waking interview Etc)

Identifying Vacancies, Post open Job Scrutinizing, Pre-screening & Tele-Interviewing the Candidate and Match

● Applicant with Open Positions background and reference checks, extend offering and employee on Boarding.

I declare that all the information given in my application is to the best of my knowledge and belief, true and correct.