

# Alpa Varsangia

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HR Recruitment / TA professional who communicates and collaborates effectively with all levels of personnel by relying on excellent interpersonal skills, outstanding customer service and a solid expertise in Human resources Management



## WORK EXPERIENCE

### **TL - Senior Human Resource Executive**

May 2023 - Till date

Dixit Infotech Services Pvt Ltd.

- Filling positions within organization.
- Sourcing and screening resumes for the various IT positions.
- Attracting suitable candidates through databases, online employment forums, social media, etc. (LinkedIn, Naukri, Indeed, referrals).
- Conducting interviews and sorting through applicants to fill open positions.
- Assessing applicants' knowledge, skills, and experience to best suit open positions.
- Networking with various institutions and social media.
- Maintaining Candidate record.
- Updating ATS on regular basis to track the application.
- Coordinating with Project managers / Stakeholders for understanding the technical expertise and scheduling interviews.
- Providing process training to the new joiners / trainees for better understanding of the recruitment flow.
  - ❖ Have handled implementation of a new ATS system for the organization and trained team members to use the platform independently.

### **Senior Human Resource Executive - TL**

June 2018 - April 2023

ProSpur HR Consulting.

- Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates.
- Generating specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials, and conducting initial interviews and pre-screening assessments.
- Operating and maintaining applicant tracking and candidate management systems.

- Tracking candidates and pushing for feedback on disqualifications, time-to-fill statistics and other variables.
- Pre-screening resumes prior to sending to corporate hiring managers for consideration.
- Compiled and produced qualified candidates information for hiring manager review and liaising between parties to coordinate formal, management interviews.
- Following up with leads to explain application process and answered questions to increase interest.
- Providing basic training to the new joiners regarding the recruitment process.
- Doing mock calls with the new recruiters.
- Helping juniors in improving their pitch. Explaining them how to effectively explain the role to the candidates.
- Completed human resource operational requirements by scheduling and assigning employees.
- Developing industry network to acquire up-to-date and relevant applicant sources.
- Improving office efficiency by effectively managing internal communications and correspondence.



#### EDUCATION

Course	Name of College	Subject	%/Grades
SSC	SPRJK	-	73%
HSC	SK Somaiya Vinaymandir	Science	53%
BSc(Full time)	KJ Somaiya College of Science and Commerce	Zoology	A Grade
PGDBM(Distance 2Yrs)	SVKM'SNMIMS	HRM	Pass



#### ADDITIONAL INFORMATION

- **DOB** : 26April, 1998
- **Marital Status** : Unmarried / Single
- **Interests** : Singing, Dancing, Acting
- **Languages Known** : Gujarati(Mother Tongue),Hindi (Proficient),English(Proficient),Marathi (Manageable), Sanskrit (Basic)

**I hereby declare that the above-mentioned information is accurate to the best of my knowledge and belief.**

**Alpa Varsangia**

