



# Mukshita Agrawal

## Talent Acquisition Lead

Attentive to details, processes and most importantly, to people. Astute and exceptionally dedicated professional with 2.5+ years of experience in HRM, Operations, handling Client Relations. Equipped with a solid commitment to providing high-quality support to the management for consistent growth and development.



mukshita12@gmail.com



8319990393



Ahmedabad, India

## SKILLS

Talent Acquisition

Recruitment

Client Relations

Training & Performance Management

RPO

ATS

Team Handling

CRM

Human Resource Management

## LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

## INTERESTS

Volunteering

Travel

Dance

Podcasting

## WORK EXPERIENCE

### Client Relations Manager/Team Leader

Ahmedabad, India

07/2021 - Present

*Achievements/Tasks*

- Managing relationships with esteemed IT clients of the company for people fulfillment, providing RPO services
- Recruiting, managing and leading a dynamic team that responds and fulfills Clients' hiring needs
- Assigning work, Prioritizing the work and reviewing it with team members (recruiters)
- Building a strong, dynamic and a competent recruitment team by foreseeing demand pipelines
- Imparting hands-on training for recruitment team-members
- Using various resources for recruitment like professional network, social network, groups in innovative ways
- Building talent pipeline through alternate sources / innovate methods

### Sr. Recruitment Specialist

AddRec Solutions Pvt. Ltd.

12/2020 - 06/2021

*Achievements/Tasks*

- Recruiting and talent sourcing, communicating with the candidates throughout the talent sourcing process
- Fully utilize ATS to track, monitor, publish job requisitions, screen all applicants and search the database for relevant candidates to build a pipeline

### HR Executive

Zen PeopleCraft Pvt. Ltd.

03/2020 - 11/2020

Ahmedabad, India

*Achievements/Tasks*

- Build and report on quarterly and annual hiring plans
- Create and publish job ads in various portals
- Collaborate with hiring managers to set qualification criteria for future employees
- Screen resumes and job applications, conduct initial phone screens to create shortlists of qualified candidates
- Interview candidates in-person for a wide range of roles (junior, senior and executive)
- Maintain a database of potential candidates for future job openings

## EDUCATION

### MBA in Human Resource Management

IMED (Bharatiya Vidyapeeth Deemed University, Pune)

06/2018 - 07/2020

Pune, India

### Bachelor of Business Administration (BBA)

LJIMS

05/2015 - 04/2018

Ahmedabad, India