

# Saloni Sethiya

## Talent Acquisition Specialist

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Ahmedabad.

Human Resource Specialist with Over 4 year of experience indirecting full-scale human resources operations. I have expertise in areas of Recruiting, Reporting, vendor management, Salary negotiations, and Niche skill hiring. Proficient in recruiting candidates from junior level to senior level. Seeking a full-time position in the field of Talent Acquisition/HR, where I can apply my knowledge and skills for continuous improvement.

## WORK EXPERIENCE

### Talent Acquisition Specialist GrowExx

05/2021 - Present

Ahmedabad

Job Responsibilities:

- Design and develop various recruitment programs.
- Experience in end-to-end recruitment.
- Contact and interview qualified candidates for relevant job positions.
- Utilize online recruiting services in researching and contacting candidates.
- Bulk hiring on LAMP, Node, React, Flutter, Android, IOS & Handled critical requirements From L1 to L5.
- Utilizing potential of Job portals & networking like Naukri, References, Internal Job posting and LinkedIn for passive search.

### HR Executive OTFCoder

11/2018 - 02/2021

Ahmedabad

Job Responsibilities:

Recruitment, Operations & Employee Relation

- Prepare job description, Identify the source for hiring.
- Identify the competencies required, Interview the candidate.
- Coordinate the interview with the respective department and if selected, complete the documentation.
- Joining formalities and Handle employee database.
- Leaves and attendance management and Handle payroll. Exit Interviews, Full and final settlement.
- Handling all the queries of the employee (be it related to salary, leaves, attendance etc.)
- I also managed the brand's external voice, to boost awareness through engaging content and company news, in addition to managing the corporate LinkedIn account, company website, Instagram, Facebook, Twitter.

### IT/Non IT Recruiter Arise Solution

03/2018 - 09/2018

Ahmedabad

Job Responsibilities:

- Design and update job description.
- Source potential candidates from Various online Channels.
- Craft Recruiting emails to attract passive candidates.
- Screen incoming Resumes And Application Forms & Interview Candidates (Via phones and Video).
- Advertise Job Opening On Company's Career page, job boards.

## PROFESSIONAL SKILLS

Requirement Understanding

Understanding of Technologies

Sourcing Strategy

Good decision making and counseling skills.

Vendor Management

Employee Relation and welfare.

Excellent written and verbal communication skills.

## ACHIEVEMENTS

Participated in a 7 day workshop and learnt about the basic fundamentals of management i.e. People engagement, and Interpersonal Skill.

Successfully completed an online certificate of self-confidence & self esteem guide from Udemy.

Successfully completed an online certificate , Interview like a professional HRM from Udemy.

Successfully completed an internship into content writing.

Successfully completed an online certificate of Talent Sourcing from LinkedIn.

Successfully completed a Tech Recruiter certification from Hirst.

## EDUCATION

BE(Computer Science & Engineering)  
(07/2012 - 08/2016)

Mandsaur Institute Of Technology, Mandsaur(MP)