

# ARTI G PONDA

## CONTACT

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## EDUCATION

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### **Bachelor of Commerce in Accounting**

S.N.D.T Mahila College |  
Bhavnagar, Gujarat India  
2009 - 2011

### **Master of Commerce in Accounting**

S.N.D.T Mahila College |  
Bhavnagar , Gujarat India  
2011 - 2014

## SKILLS

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- Active Listening
- Communication
- Time Management
- Team Leadership

## PERSONAL INTERESTS

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- Puzzles (Crosswords)
- Dance and Garba
- Music
- Traveling

## OBJECTIVE

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I'm looking for a position to apply my skills and contribute to an organization's growth while advancing my professional career through dedication and hard work.

## WORK EXPERIENCE

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### **Senior Talent Acquisition Specialist**

**Communication Crafts | Ahmedabad**

08/2022 – 11/2022

- Aligning talent acquisition strategies with company objectives.
- Understanding staffing needs and job requirements.
- Identifying potential candidates through various channels.
- Scheduling and facilitating interviews.
- Collaborating with external partners for recruitment.

### **Human Resource Manager**

**Tech Celerity Global Solutions Pvt. Ltd. | Ahmedabad**

08/2020 - 07/2022

- Involved in end to end recruitment process.
- Shortlisting of candidates through their telephonic or personal interview.
- Using Linked-in, Hirect, Apna job, Indeed for recruitment process.
- Develop programs to enhance employee relations and provide employee support to each staff member.
- Adopting new methods for measuring employee morale and determining ways to improve overall employee satisfaction.
- Ensuring the new hire orientation process is properly acquainted with the corporate culture to new employees.

### **Human Resource Manager**

**Whiz Software Solutions Pvt. Ltd | Ahmedabad**

12/2019 - 07/2020

- Short listing candidates by taking their Telephonic or Personal Interviews.
- I was shadowing the senior HR for the payroll management system.
- Had to manage the Invoice for our GST Software. (Accountant)

- I was managing the Sales team and guiding them to plan the strategies for our GST Software.
- At the moment handling 3 profiles: HR, Sales (GST Software) & Accountant.

### **Senior Talent Acquisition, It Recruiter**

**Sigma Allied Services Pvt. Ltd** | Ahmedabad

01/2017 - 12/2019

- Sourcing and Uncovering candidates.
- Understanding the technology, technical roles, and technical skills.
- Full Cycle Recruiting of C++ Senior Developer, J2ee Specialist, DevOps Engineer, PHP Developer, Mobile App, Java Developer, ASP.NET Developer, Etc.
- Technical Lead for C++ Senior Developer, J2ee Specialist, DevOps Engineer, PHP Developer, Android Developer, iOS Developer.
- Responsible for achieving a good conversion ratio of submittal to interview and placement.

### **Team Leader**

**Kapil Consultancy Pvt. Ltd** | Ahmedabad

02/2014 - 02/2016

- Work closely with Hiring Managers to develop position profile and understand the overall needs for requirements.
- Work with Sourcing Analyst to develop appropriate sourcing strategies for each role.
- Develop and Manage strong consultative relationships with hiring managers and candidates.
- Create a comprehensive job description based on hiring Manager's specifications to present the right candidates for the Interviews.
- Updates and reporting to the Director (Namrata Kapil) with Daily, Weekly, Monthly and Quarterly Reports.

## **PROJECT**

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### **Comparative Analysis**

**Time Period:** 3 Months

I have studied, Prepared and give a Presentation about Comparative Analysis between **Pizza Hut** and **Domino's Pizza**.