



# Vidhi Tak

## Talent Acquisition Specialist

Dedicated HR Recruiter successful at managing full recruitment life cycle. Develops and implements customized strategies to meet specific position requirements and source qualified candidates. Offering 4.9 years of recruitment strategy development.

## Contact

### Phone

+91 9057567351

### Email

takvidhi95@gmail.com

### Address

Ahmadabad, Gujarat

## Education

06/2017 - 06/2019

### MBA -HR

Jaipur National University, Jaipur, Rajasthan.

07/2013 - 06/2017

### BCA

Maharishi Dayanand Saraswati University, Ajmer, Rajasthan.

## Skills

- Positive Attitude
- Leadership Quality
- Excellent in Management
- Greivance Handling
- End - to - End Recruitment
- Employee Engagement
- Attendance Management

## Language

English

Hindi

## Experience

### 12/2022 -Current

HOPS Healthcare | Ahmedabad, Gujarat

#### HR Recruiter

- Working closely with the senior management team to identify the future needs of business.
- Conducted comprehensive reviews of existing policies and procedures to ensure compliance with industry regulations and organizational goals.
- Preparing Offer generation of candidates.
- Worked on individual and team objectives and development of personal effectiveness.
- Analysed the available talent pipeline and planned sourcing strategies.
- Onboarded 4 to 5 hires each month.
- Interviewing candidates- IT req.
- Handling Employee Engagement.
- Handling HRMS software for Employee Data Management.
- Handling leave Management, Attendance Management, Employee Engagement.

### 01/2022 - 12/2022

Cord4 Technologies | Ahmedabad, Gujarat

#### Talent Acquisition Sepcialist

- They provide consultancy and support in complete product development. They have expertise in the domain of Cloud Solution, Web application Designing, Software development, Web Development (Fronted and Back-end), Core & Framework Language Development, Top SEO Marketing Services, Google Ad-words Consultancy, PPC Management Services, Social Media Marketing, Domain registration and Web hosting solutions.

### 09/2019 - 01/2022

WeDig Techsolutions Pvt. Ltd., Jaipur, Rajasthan

#### Executive- HR

- The company is on the mission to develop innovative digital products for niche communities by leveraging our unique blend of agile business, design, and technology skillsets.

### 02//2019 -09/2019

Digidoers India Pvt. Ltd., Jaipur, Rajasthan

#### HR Executive

It is a Web and Mobile Apps Development Company.

### 08/2018 -02/2019

LEISURE INN GRAND CHANAKYA, Jaipur, Rajasthan

#### Intern

It is a contemporary hotel.