

Harmisha Kapdi

IT Recruitment, HR, Talent Acquisition, Marketing
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OBJECTIVE

Roles and Responsibilities :-

- Design and update job descriptions
- Source potential candidates from various online channels (e.g. social media and professional platforms like StackOverflow and Behance)
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Interview candidates (via phone, video and in-person)
- Prepare and distribute assignments and numerical, language and logical reasoning tests
- Advertise job openings on company's careers page, social media, job boards and internally
- Provide shortlists of qualified candidates to hiring managers
- Send job offer emails and answer queries about compensation and benefits
- Monitor key HR metrics, including time-to-fill, time-to-hire and source of hire
- Participate in job fairs and host in-house recruitment events
- Collaborate with managers to identify future hiring needs
- Act as a consultant to new hires and help them onboard

Recruitment Experience In Profiles Given Below:-

FullStack, React.js, Golang, Java, Salesforce, .net core, DevOps, iOS, ROR, Angular, Node.js, CoreXT, UI/UX and All Non-IT profiles.

SKILLS

- | | | | |
|----------------------|---------------------|------------------|---------------------|
| ● Marketing & Sales | ● Finance | ● Recruiting | ● HR Administration |
| ● Talent Acquisition | ● Talent Management | ● IT Recruitment | |

WORK EXPERIENCE

Prolific Research , Ahmedabad

HR Executive , Mar 2018 – Aug 2018

Find and recruit employees in IT and Non-IT profiles.

IMS , Ahmedabad

IT Recruiter , Sep 2018 – May 2020

- Screening, Sourcing, Mapping, taking interviews via every platforms, handling the selection process of candidates for the clients in IT roles.
- US IT Recruiter

Acquire , Ahmedabad

Talent Acquisition - HR, DM , Jun 2020 – Aug 2021

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- Handling all social media platforms of the company
- Handling SEO activities & Data Analytics

Bacancy Software LLP , Ahmedabad

Talent Acquisition Executive , Nov 2021 - Present

- Coordinate with hiring managers to identify staffing needs
- Determine selection criteriaSource potential candidates through online channels (e.g. social platforms and professional networks)
- Plan interview and selection procedures, including screening calls, assessments and in-person interviewsAssess candidate information, including resumes and contact details, using our Applicant Tracking System
- Design job descriptions and interview questions that reflect each position's requirements
- Lead employer branding initiatives
- Organize and attend job fairs and recruitment events
- Forecast quarterly and annual hiring needs by department
- Foster long-term relationships with past applicants and potential candidates

EDUCATION

Haria High School , Jamnagar

Hsc, Apr 2016 - Jul 2017

LANGUAGES

- English
- Hindi
- Gujarati

DECLARATION

I do hereby declare that all the details mentioned above are accurate to the best of my familiarity and confidence.

Harmisha Kapdi

Date

