

# RUPALI KATHURIA

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## SUMMARY

Human Resource Executive who can communicate and collaborate effectively with all levels by relying on interpersonal skills, social strategies and expertise in human resource recruitment. Skilled in identifying and hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with employees.

## AREAS OF EXPERTISE

- End to end Recruitment
- Employee Relations
- Multi-Location Recruitment
- Proficient communicator
- Web based sourcing / recruitment
- Background Checks
- Offer negotiating and closing
- Strong communication skills

## PROFESSIONAL EXPERIENCE

Human Resource Executive	WhiteHat Jr., Mumbai	May'2020 – Present
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- Handled recruitment for Tech Teacher roles across the globe.
- Hiring and training of teachers at scale in delivering an excellent online classroom experience.
- Conducted 150+ screening interviews per day to shortlist candidates that meet the minimum requirements.
- Maintained coordination of recruiting operational process and detailed record-keeping: Process applicants through a funnel of screening and multiple demos and interviews before proceeding to offer.
- Monitored details of thousands of candidates and guided them through the competitive hiring process bearing a 0.1% selection rate.
- Regular follow-ups with hiring leads to finalize recruitments and onboard them on teaching platform.
- Actively achieving and frequently rising above the weekly corporate targets of 75-90 selections and 10-15 clearances.

Associate – Talent Acquisition	Jobline Consultants Pvt. Ltd., Delhi	Sep'2016 -- Apr'2017
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- Researched applications and matched candidates to positions for potential and existing companies like AMDOCS and UNITED HEALTH GROUP.
- Maintained an accurate candidate tracking system.
- Exercised due diligence to keep applicants and job roles in sync.
- Full-cycle recruiting: Sourcing/ Candidate generation, Cold calling, Screening, Research and Negotiation.
- Extensively worked on Naukri and LinkedIn portals to fuel recruitments.

## FRENCH CERTIFICATIONS

Level B1	Alliance Française De Bombay	Ongoing
Level A2	Alliance Française De Bombay	2020
Level A1+	Indira Gandhi National Open University	2019
Level A1	Alliance Française De Delhi	2016

## EDUCATION

PGDM	Human Resource	Narsee Monjee Institute of Management Studies, Mumbai	Ongoing
M.A.	Political Science	Indira Gandhi National Open University, New Delhi	2018
B.A.	Political Science Hons.	Janki Devi Memorial College, Delhi University	2016

## CO-CURRICULAR

National Youth Summit "GIRLS EVERYWHERE SAFE EVERYWHERE"	United Nations	2013
Youth Program "YES + Course"	Art of Living	2013

## HOBBIES

- Prominent French Tutor
- Active member of numerous French mentorship portals
- Deep interest in politics
- Handmade art and crafts