

# Vidhi Tak

## Talent Acquisition Specialist

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Dedicated Talent Acquisition Specialist successful at managing full recruitment life cycle. Develops and implements customized strategies to meet specific position requirements and source qualified candidates. Offering 3.1 years of recruitment strategy development.

## Skills

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- Talent management
- Work authorizations
- Salary and benefits negotiations
- Candidate tracking
- Compensation analysis
- Global recruitment
- Candidate Sourcing
- File and records management
- Team Building
- Microsoft Office proficiency
- HR processes
- Candidate pipeline management

## Work History

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**2022-01 - Current**

### **Talent Acquisition Specialist**

*Cord4 Technologies, Ahmedabad*

- Created and drove talent acquisition and job placement strategies to attract diverse candidates.
- Developed communication and marketing plan and leveraged talent acquisition tools, resources and campaigns to source and attract top talent.
- Handling end-to-end recruitment cycle.

- Sourcing candidates through various sources like job portals. Follow up with the candidates regarding the acceptance of the offer
- Performing in-person and phone interviews with candidates
- Negotiated managed a budget for recruiting expenses.
- Evaluated resumes, interviewed and presented qualified candidates to managers and solicited feedback to refine recruiting strategy.
- Sourced and screened candidates for various roles and worked with managers to coordinate interviews, offers and onboarding.
- Captured talent assessment data to identify potential candidates across businesses.
- Optimized sourcing networks and used proactive methods to direct source candidates.
- Promoted increased focus on internal talent mobility and emerging talent across organizations.

**2019-09 - 2022-01**

### **Executive - HR**

*WeDig Techsolutions Pvt. Ltd, Jaipur*

- A designed focused end-to-end software innovation company
- Responsible for end to end recruitment and entire life cycle, sourcing/screening, short- listing profiles, candidates tracking, follow- up, processing CV, post offer follow up updating /maintaining internal database etc
- Expertise in resume sourcing, screening; interviewing, reference/ background checking of candidates
- Hands on various job boards like Naukri.Com, LinkedIn, Indeed, shine
- Mentoring and training/Induction of new hired staff
- Joining formalities-preparation of offer letters for hiring candidates
- Conduct regular follow-up meetings with hiring managers to determine the effectiveness of recruiting plans and implementation
- Involved in end-to-end hiring including salary negotiation, date of joining, offer roll-outlet
- Participated in weekly team review meetings, focused on analyzing performance, identify problems.

**2019-02 - 2019-09**

### **Executive**

*Digidoers India Pvt. Ltd*

- Inspired Web and Mobile Apps development company
- Recruitment & Selection:
- Handle end to end recruitment from sourcing to closure for requirement of our organization
- Source suitable candidate from job portals/ affiliated consultants
- Regular follow ups with the candidate to ensure joining within stipulated time
- Screen and shortlist candidates, take telephonic as well personal interviews
- Create and manage interview feedback form for documentation

- Maintain online database for interview pipeline, in process, rejected, selected candidates
- Induction & Joining:
- Complete joining documentation & verification process
- Explain the organization's policies and procedures
- Issue joining letter, appointment letter and closing all joining formalities
- Responsible or getting salary account related formalities
- Create and set up required online environment for new employees
- Exit Formality:
- Conduct Exit interviews
- Issue different certificates like Experience certificates, relieving certificates
- Manage/ deactivate their official accounts
- Attendance, MIS & Monthly Reports:
- Monitor daily attendance and Leaves record
- Maintaining time tracker sheets for our employees
- Maintain employee database including their details like address/ contact detail and other, personal details
- Maintain documentation files in online and offline forma

**2018-08 - 2019-02**

### **Intern**

*LEISURE INN GRAND CHANAKYA, Jaipur*

- Vidhi Tak
- Executive- HR
- Leisure Inn Grand Chanakya is a contemporary hotel
- LEARNINGS:
- Joining formalities of employees
- Maintain personal files of employees
- Muster roll
- Helping in Payroll
- Statutory compliance (PF, ESIC etc.)
- Database management
- Engagement activities, Attending phone calls

## **Education**

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**2017-06 - 2019-06**

### **MBA: HR**

*Jaipur National University - Jaipur*

**2013-07 - 2017-06**

### **B.C.A**

*Maharishi Dayanand Saraswati , University - Ajmer, Rajasthan, India*

**2012-07 - 2013-05**

### **12th**

*Navdeep Senior Secondary School - Bijoliya, Rajasthan, India*

**2010-07 - 2011-05**

**10th**

*Ebenezer Secondary School - Bhilwara, Rajasthan, India*

## **Languages**

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English and Hindi