

Priyanka Kalal  
Ahmedabad, Gujarat  
Priyankakalal024@gmail.com  
8128751279

**Career Objective:**

To work in environment where I can apply my knowledge and serve organization with my best effort and skills.

**Professional Summary:**

- 5+Years of experience in to Recruitment, Client Handling, Team Leading,
- Handling end to end recruitment process.
- Source candidate through Portal like Naukri, LinkedIn, Monster, Shine, References and Database.

**WORK EXPERIENCE:**

**Company Name** : Ethos HR Management and Projects Pvt Ltd (Jul 2018 to till date)

**Designation** : Senior Talent Acquisition/Team Lead

**Duration** : Jan 2022 to till date

**Designation** : Senior Talent Acquisition

(Worked as a dedicated resource for one of MNC IT- client based at Pune)

**Duration** : July 2021 to Dec. 2021

**Designation** : Senior Talent Acquisition Specialist

(Worked for senior roles i.e SR. Developer to Director)

**Duration** : Jul 2019 to June 2021

**Designation** : Talent Acquisition Executive (Worked for junior roles)

**Duration** : Jul 2018 to June 2019

**Roles& Responsibilities:**

**Sourcing and Recruitment:**

- Handling the full Recruitment Life cycle from sourcing, screening, interviewing, selection, Hiring, Salary Negotiation, Post offer Follow up, Invoice, MIS Reports, Work Sheet
- Handling clients of, IT and Non IT both
- Responsible to do the initial screening of the team member's resumes before sending out to clients
- Responsible to make sure that resumes are delivering on time on every requirement of every client

### **Client Relationship and Management:**

- Relationships and responsible for getting more business from existing clients
- Acting as a single contact of point and managing multiple profiles and multi-location requirements
- Handle key recruitments of the clients, which involve interaction with the client managers to understand their specifications and provide profiles/ candidates accordingly
- Follow up regarding signing the Agreements and payment
- Daily, weekly, Monthly MIS reports generation- exhibiting number of technical rejects, candidates on hold, Number of interviews happened and number of offers generated.

### **Recruitment Process:**

- Handling the entire life cycle of recruitment process like from gathering the requirement to close the position.
- Sourcing and Screening the right candidates.
- Source candidate through Naukri Portal, Monster Portal, References, and own database.
- Initial screening of candidates over telephone and Communication Skills, Soft Skills & suitability for the position.
- Co-ordinate with the candidates for availability and interviews and scheduling the candidates for interviews with the client.
- Follow up with the account managers and candidates on a daily basis to know the interview feedback / status.
- Intimating the results and status of the interview to the candidates.
- Constant follow-up with the candidates - until joining& responsible for preparing & submitting the report.
- Negotiating Salary of the selected candidates as per the company salary norms.
- Follow up with the Selected Candidates till the Joining Date and also Follow up for Initial 3 Months after Joining
- Maintaining a database of all professional candidates for future reference.

### **Profiles/Technologies Worked on for Hiring:**

**.Net Developer, MS Dynamics, PHP Developer, React JS, Node JS, Big Data Developer, Data Engineer, Java Developer, Devops Engineer, Machine Learning, Testing, Mobile App Developer, Database Developer, Digital Marketing, IT Support, US Accounting.**

**Internship and Projects:**

- Internship from **Ethos HR Management and Projects Pvt.Ltd.**With specialization in HR.
- Summer Internship Project on Challenges faced in volume hiring.

**Education:**

MBA with HR 7.0 CPI

2016-2018

L.J. Institute of management studies Ahmedabad, Gujarat

Graduation (B.Com) Sahjanand Vanijya Mahavidhyalay (GU) 63%

2013-2016

Ahemdabad, Gujarat

HSC Shraddha Vidhya Mandir (GSEB) 70%

2012-2013

Ahemdabad, Gujarat

SSC Shraddha Vidhya Mandir (GSEB) 74%

Ahemdabad, Gujarat

2010-2011

**Additional Information:**

- Language known: English, Hindi, Gujarati
- Good communication skills
- Leadership skills
- Recruitment
- Time Management

**Contact Details:**

- Address: L-04,Sahwas Apartment Near Ravinagar School,Jivrajpark
- Date of Birth: 10-12-1995
- Gender: Female
- Nationality: Indian