# Ruchika Hiwarale

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**PROFESSIONAL SUMMARY**



Emerging Talent Acquisition Specialist with one year of hands-on experience in sourcing and hiring across different industries. Skilled in leveraging job portals and ATS to manage the recruitment process effectively. Committed to enhancing team success by identifying and securing top talent, while maintaining a positive candidate experience.

# SKILLS

* Full cycle recruiting
* Talent Acquisition
* Negotiation skills
* Sourcing and networking
* Communication
* Leadership

# EDUCATION

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**2021- 2023 MBA (Human Resource) Pune University**

**JSPM’s Jaywantrao Institute of Management**

**2017- 2021 BBA (Human Resource) Nagpur University Dhanvate National College**

# WORK EXPERIENCE

# Jr. Talent Acquisition Specialist

**Synoris Information System Pvt Ltd July 2023 - Till date**

 **Key Responsibilities :**

* Full life cycle recruitment of Junior, middle and senior level professional (IT as well as Non IT).
* Sourcing profiles from various job portals (Naukri , LinkedIn and Shine ).
* Reviewing job descriptions to understand the needs of the company.
* Screening the right candidates through phone calls.
* Scheduling telephonic, face to face interview, online interview, weekend drive.
* Effectively utilize ATS to track, manage, and streamline the recruitment process, ensuring accurate data entry and maintaining up-to-date candidate records
* High perfection on hiring the candidates for Full-time/ Contract to hire.
* Provide feedback to candidates on their application and interviews.
* Negotiate job offers and coordinate onboarding activities
* Following up with shortlisting candidates, Reporting to team lead on daily basis.
* Communicating the company information and benefits to the candidate.

**HR Intern - Help overseas Immigration PVTLTD Sep 22 -Nov 22**

* Sourcing the candidates through different portals
* screening the resumes and scheduling the interview with HR
* Maintaining employe data.

**Sewell Solutions PVT LTD. Dec 22 - Jan 23**

* IT Recruitment for Angular developer, React developer, NodeJS through job portal and internal database.
* Screen resumes and applications and assess candidate’s qualification.
* Scheduling the interview of the selected applicants.

# EXTRA CURRICULAR ACTIVITIES

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Worked as Coordinatorin college events Actively participate in college fest

# LANGUAGES

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English, Hindi and Marathi