

ANKITA S GHAG

Contact Details:

Current Address

A-801, Neumec Sanskriti,
Bhatwadi market near,
Mahanagar bank,
Ghatkopar (W),
Mumbai.

E-mail: ghagankita13@gmail.com

Personal Data

Gender: -Female

DOB: -13-04-1997

Mobile No.: 9167394473

Career Objective: -

Passionate Talent Acquisition professional, keeping abreast of industry trends and market intelligence regarding hiring trends, market unrest and compensation challenges.

- Talent Acquisition
- Sourcing/ Negotiation
- Competitor Analysis/ Mapping

- E - Recruitment
- Vendor Management
- Candidate Engagement

Professional Qualification:-

Academic Records:

Education	University/College Name	Year of Passing	Marks (%)
Master	Aruna Manharlal Shah Institute of Management and Research	Pursuing	-
Graduation	BMS Mumbai University	2017	59.67 %
Higher Secondary	Maharashtra State Board / CSC	2014	52.17 %
High School	Maharashtra State Board / AIES high school	2012	59.55 %

Experience Details:-

❖ PMA Designs LLP.

Designation: HR and Assistant Accountant.

Duration: Dec 2017 to Dec 2018.

Industry: Interior Designing and Architecture.

Reason for change: Change of industry.

Roles & Responsibilities:

- Follow-up with the clients and the contractors.
- Managing and supervising the materials and resources needed on site.
- Handling the meeting details (MOM) and managing the Associate's client's conversations.
- Keeping the personal accounts of the Company Owner and his family.
- Handling the whole site accounts.
- Email Marketing.
- Employee management including payroll, promotions, activities and employee queries.

❖ **R2R Consults.**

Designation: Recruitment Specialist

Duration: January 2019 to October 2019

Industry: BFSI, Media, Logistics, Interior Designing and Architecture, E-Commerce and Retail.

Reason for change: For further Studies.

Roles & Responsibilities:

- Sourcing CV's for mid-level to senior level management from job portals (Naukri, Monster, Time and LinkedIn) office databank, references & advertisement.
- Understanding the mandates provided by the client by being the SPOC for few Clients.
- Startegizing the culture of work for the team according to the Mandate.
- Coordinating with client & candidates and making necessary arrangements for final interview.
- Post Employee Engagement, maintaining the database, keeping track of entire hiring process and generation of reports.
- Satisfying client's requirement of manpower supply within time limit.
- Sourcing the candidates through various sources by Mapping, Head hunting and Reference sourcing through Job Portals and Professional Networking sites. Updating and maintaining the database for future requirements.
- Proven ability to consistently and positively contribute in a high- paced, changing work environment.
- Shortlisting & Formatting the CVs as per job requirements.
- Arrange Skype Interview for Shortlisted candidate.
- Preliminary interviews of the candidate and evaluating the candidates based on skills and competencies through telephonic interaction or video conference.
- Update the interview feedback to candidates and responding to their query.
- Collecting necessary documents from the candidates and making the quality check as per the company standard for taking forward the candidature to further process.
- Follow up of the offered candidates' pre and post offer.
- Job posting on various job portals as per clients requirement/ descriptions specified.
- Interacting with the prospective candidates through E-mail, telephone, SMS.

❖ **Upman Placements.**

Designation: Executive Resource.

Duration: January 2020 to July 2020

Industry: Insurance

- Evaluating and understanding the client's requirements.
 - Sourcing relevant profiles from portals, external sources and employee references.
 - Screening out and scrutinizing the resumes.
 - Identifying the suitable candidates quickly for client submission for the given requirement within stipulated time frame.
 - Scheduling interviews of applicants based on client requirements.
 - Maintaining good relations with Clients.
 - Maintaining database and daily report of candidates screened, submitted and selected for immediate and future requirements.
 - Keeping continuous follow-up with the selected candidates till the date of joining.
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Computer Proficiency:

- Tally erp.9
- MS-CIT
- Computer/ Typewriter Typing

Social Projects:-

- Participated in Blood Donation Camp organized by Ruby Hall Clinic in 2017.
- NSS- Camp through Degree College.

Extra Projects:-

- Provided Training for understanding LinkedIn and Outlook for about 25 people.
- Successfully completed 19 hours of IT Training to understand the nature of work for IT Recruitment.

Achievements & Honors:

- Umang college fest management member.
- Participated in Inter-college Badminton competition.

Strength:

Time Management Skill, Adaptive and flexible working skills, analytical and problem solving skills.

Language Known:

English, Hindi, Marathi.

Hobbies &Interests:

- Travelling
- Sports
- Listening to music
- Reading
- Literature

Personal Details:

Father's Name	Suryakant S Ghag
Date Of Birth	13/04/1997
Gender	Female
Contact Number	9167394473
Alternate Contact Number	9869976192
e-mail id	ghagankita13@gmail.com
Permanent Address	A-801, Neumec Sanskriti Bhatwadi market, Ghatkopar (West) Mumbai 400084.

Declaration:

I hereby declare that the information provided by me is true to the best of my knowledge and belief.

Date: 08-06-2020

Place: Mumbai

(Ankita Ghag)

