

Divya

Email: divya-397544@gulfjobseeker.com

Location: Dubai, UAE

Visa - Employment Visa

**Professional Summary:**

* International Recruitment Professional with over 8 years of hiring experience in UAE, Saudi Arabia, USA and Indian job markets.
* Proven track record of placing the top talent across all the levels (junior, mid, senior and C level) for various industries and verticals including Real Estate, Digital Marketing, IT, Pharma, Manufacturing, Healthcare, Financial & Banking, etc.
* Expertise in finding the right candidatethrough LinkedIn and various other boards like Naukrigulf, Bayt, Social Dice, Dice, Monster, Career Builder, etc.
* Highly skilled in sourcing, screening, calling, interviews, pre-closures, offers, on-boarding, team management, account and client management, etc.
* Managed team and developed resources, trained new associates to get trained and billed fast on the new clients, which in turn helped in increasing the revenue to workforce ratio.
* Hands on experience with VMS (Fieldglass, IQNavigator, Wand) and ATS (Job Diva, Bullhorn, CATS) portals.
* My experience is backed by an MBA degree in Human Resource Management and MLL in Labour Laws.

**Professional Experience:**

**In Dubai Sept 2019 - Dec 2019**

**Associate - Recruitment**

* Executive Search / Senior Leadership recruitment for UAE & Saudi Arabia job markets.
* Global relocation recruitment for the Saudi Arabia job market from locations like UAE, Pakistan, South Africa, UK, Spain, Italy, France, etc.
* Expertise in market mapping, market research, head hunting, sourcing, calling and qualifying candidates, initial interviews etc.
* Skilled in interview scheduling, interview preparation, interview debriefing, 360 degree referral generation, maintaining client relationships etc.
* Clients ranging from international investment ventures in gulf markets, regional family groups, multinational firms, digital agencies, payment gateways, tourism companies and government initiatives.

**Kleindienst Group, Dubai July 2019 - Sept 2019**

**Recruitment Officer**

* Handling end-to-end recruitment for all departments across all the levels i.e. identification, sourcing, screening, interviewing, negotiations, offers.
* Point of contact with the business heads to ensure smooth hiring process.
* Successfully closed positions ranging from junior, mid-level & senior management.
* Hands on with market mapping, internal references and reference checks.
* Short-listing the candidates and conducting preliminary interviews and coordinating the panel interviews with C-level management.
* Partnering with the hiring managers in defining interview strategies and releasing offers.

**Avesta Computer Services, India Nov 2018 – Apr 2019**

**Senior Recruitment Specialist**

* Performed full lifecycle recruitment for various clients in IT, Product Development, Market Analytics, Financial and Trading industries.
* Worked on various job boards including Dice, Monster, LinkedIn Recruiter, etc. for variety of positions from entry-level to C level in this role.
* Scheduled interviews, prepped and debriefed candidates to increase their chances of getting placed.

**iPlace India, World Trade Centre, India Apr 2012 – Nov 2018**

**Team Lead - Recruitment Jul 2015 – Nov 2018**

* Full lifecycle recruiting which includes understanding the job order, sourcing and qualifying the right candidates, handling negotiations, and closing deals
* C level executives’ recruitment using LinkedIn Recruiter account and Bullhorn.
* Managed and developed team members working on various clients for various domains like IT, Pharma, Manufacturing, Healthcare, Financial & Banking, Sales & Marketing, Executive Searches, etc.
* Identified internal resources as per the client needs.
* Distributed requirements depending on the skills of the recruiter and quality check the resumes before submission.
* Assisted managers to set up individual targets and recruiters to achieve their weekly/monthly targets.
* Managed process flow, process development and oversee offshore delivery model
* Worked on the new associates to get trained and billed fast on the new clients, which in turn helped in increasing the revenue to workforce ratio.

**Senior Recruiter May 2014 – Jun 2015**

**Recruiter Oct 2012 – Apr 2014**

**Associate Recruiter Apr 2012 – Sept 2012**

* Full lifecycle recruiting which includes understanding the job order, sourcing and qualifying the right candidates, handling negotiations, and closing deals
* Thorough knowledge of recruiting process from sourcing to recruiting for different employment statuses like US Citizens, GC, H1B, TN-1, EAD holders and tax terms like - W2, Corp-to-Corp, 1099
* Worked on high pressure VMS/MSP accounts and recruit for a variety of positions and clients in the Pharmaceutical, Biotechnology, Medical Device, Healthcare and Sportswear industries
* Recruited for and place candidates in a variety of entry-level to director-level positions in the Business Professional, Scientific/Clinical and IT fields
* Trained and Mentored the new hires and experienced recruiters on sourcing and recruiting techniques and strategies
* Hands-on experience with client based Applicant Tracking Systems (ATS) – Job Diva
* Managed submittals, interviews and job alerts on VMS portals like Fieldglass, WAND and IQ Navigator for a team of recruiters.
* Conducted extensive interview prep sessions with candidates to increase their chances of getting placed
* Networked with and pipe-line candidates who can be considered for future job orders or to generate referrals
* Initiated paperwork and background screening, work with account managers and human resources to extend offers, communicate and keep the candidates warm throughout the hiring process.
* Maintained and sent daily and weekly client reports to internal and external management.

**Idhasoft, Inc., EON IT Park, India Sept 2011 – Jan 2012**

**US IT Recruiter**

* Handled entire recruitment process from sourcing, searching, screening, negotiating and recruiting candidates on international platforms using dice, monster, career builder, indeed, etc.
* Handled requirements for international clients in IT and Banking & Finance domains.

**Arthtech Knowledge Solutions Pvt. Ltd, India Apr 2011 – Jul 2011**

**Management Trainee HR**

* **Domestic Recruitment:** screening of resumes, calling candidates, short listing, arranging rounds of interview, final selection processes
* **HR Admin activities:** maintenance of attendance registers and leave registers, drafting of various forms like leave application, feedback forms, inquiry forms etc.
* **Business Development Support:** company branding and promotional activities through various advertising campaigns, presentations, etc.

**Internship Projects:**

**SAIL (Steel Authority of India Limited), Bhilai, C.G. Sept 2010–Nov 2010**

**Intern - Role of Human Resource Manager in Bhilai Steel Plant**

**MBA Training:**

* Undergone IR Projects in various ports, factories, plantation in GOA
* Undergone Field Study on HR and IR related matters in the Pune based organization (Vicky Food Products)

**Education:**

* PGDM(HR) - 2009 - 2011

Balaji Institute of Management & Human Resource Development (BIMHRD), Pune, India

* MLL&LW (Labour Laws and Labour Welfare) - 2009 – 2011

Balaji Law College, Savitribai Phule Pune University, India

* B.COM, 2006 - 2009

Pt. Ravishankar Shukla University, Bhilai, India

**Certifications:**

* iLead - Issued by iPlace India
* Attended a seminar on passive sourcing by Shally Steckerl

**Skills:**

* Recruiting Tools - LinkedIn, Naukrigulf, Bayt, Socialdice, Monster, Dice, CareerBuilder, Indeed, Google X-Ray, etc.
* Applicant Tracking System (ATS) – Job Diva, Bullhorn, CATS
* Vendor Management Systems (VMS) – Fieldglass, IQNavigator, Wand
* Proficient with MS office tools

**Languages:**

* English - Fluent
* Hindi - Fluent