

Divya Chhabra



Sr. Talent Acquisition Executive

HR Professional with 5+ years of rich experiences in full recruitment cycle for IT and Non- IT positions such as (ROR, React, Node, Angular, Python, PHP, Laravel, UI/UX, Robotic Trainer, Inside & Field Sale, BDE etc). Experienced in recruiting Niche Skill/ Off Campus/ Mass Hiring's. Proficient to recruiting all the level of candidates from junior to senior level.

Work History

Sr. Talent Acquisition Executive 08/2022–10/2022

WovV Tech (Technocompass Consulting Pvt. Ltd.), Remote, Vadodara, Gujarat

- ❖ Worked on the entire recruitment life cycle, including posting a job, sourcing, screening, interviewing, and placing top-tier candidates.
- ❖ Coordinated with higher authorities and identified staffing needs, sourcing potential candidates through multiple channels
- ❖ Assist in documentation verification aligned with company processes and manage all follow-up communications
- ❖ Advised teammates on work requirements and kept track of their set-up roles.

Talent Acquisition Executive 04/2021-06/2022

BestPeers Infosystem Pvt. Ltd., Indore, Madhya Pradesh

- ❖ Recruitment: Prepared the job description by the discussion with concern authority based on the requirement also defining a clear job role to the candidate
- ❖ Develop and execute the recruitment plans, Published various job roles and walk-in drive on different channels, Expertise to recruit a candidate through cold calling, reference, internal database job portal, social media and internal ATS (Application Tracking System).
- ❖ Interacted with candidate doing an initial screening understand their competencies & skill sets, lineup interviews, shortlist and communicating with candidates for their duties, compensation, benefits and working conditions
- ❖ Managed on-boarding and BGV (Background Verification Process)
- ❖ IT & Software hiring- working on ROR, React JS, Node JS, React-Native, Python, Web/ Graphic Designer, Digital Marketing Executive, Network Engineer, Business Development Executive, QA Testing etc.
- ❖ Mentored new joiners to understand the recruitment process & resolve their queries.
- ❖ Maintained weekly report of interview status, closure & feedbacks.
- ❖ Assisted in walk-in & e-drives to fulfill the fresher requirements.
- ❖ Tracked attendance and leave management, involved in employee engagement activities such as festival celebration, events, and outdoor team building games.
- ❖ Communicating with hiring managers for improvising policies.

Contact

Address

Indore, India, 452003

Phone

+91-9165050981

E-mail

chhabra.divya06@gmail.com

Skills

Talent Acquisition

Tech & Non-Tech Recruitment

Offer Roll-out

Compensation and Benefits

Employee Engagement

On-boarding and Exist Process

Off Campus Hiring

Education

MBA

Shri Vaishnav Institute of Technology & Science – 2015

M.Com

Devi Ahilya University - 2013

B.Com

Christian Eminent College - 2011

HR Executive 09/2018-03/2021

AVM Infotech (I). Pvt. Ltd., Indore, Madhya Pradesh

- ❖ Designed and implemented overall recruitment strategy
- ❖ Taken initial level of interviews, short-listing, negotiating, releasing offer & closing candidates with assigned requisitions
- ❖ Coordinated with outsourcing agency for hiring needs
- ❖ IT hiring- working on Robotic Trainers, Network Engineer, Business Development, Inside & Field Sale Profiles.
- ❖ Managed employee on-boarding process and help to organizing training and development initiatives
- ❖ Supported in existing interview and FNF (full & final) process.
- ❖ Processed attendance & leave management, payroll process & issuing pay- slips, update personnel records, addressed about management day to day issues.

HR & Administrative 10/2017-09/2018

Efficient Connections Infra Services Private Limited., Indore, Madhya Pradesh

- ❖ Handled end to end recruitment process.
- ❖ Implement effective sourcing, screening, interviewing, negotiate and offer process.
- ❖ Prepared joining and exist formalities, Maintained internal database and receipts in the MS-Excel.
- ❖ Processed attendance & leave management, payroll part and issuance the pay slips.
- ❖ Worked on Govt tenders, updated participating and opening bid dates, compiled tender requirement, prepared a quotation and send L1 party details to their principal.

HR Executive 09/2016-09/2017

Web Impact Software Solutions Pvt. Ltd., Indore, Madhya Pradesh

- ❖ Mapping job description according to work requirements, handled whole recruitment life-cycle.
- ❖ Sourcing CV's from job portal (Naukri & Indeed), social media (LinkedIn and Facebook), internal database and references. Screening, Shortlisting and taken initial level of Interviews.
- ❖ Ensured that all the joining formalities is completed for new jonnie.
- ❖ Made documents like; appointment, confirmation & salary revision and relieving letter, conducted basic induction program for the new employees towards company policies and procedures.
- ❖ IT & Software hiring- PHP, Laravel, Wordpress, UI/ UX Designer, SEO Executive, Frontend & Backend Developer etc.
- ❖ Compiled employee details, attendances and leave managements in HRIS software for monthly payroll processing and issuance salary slips.
- ❖ Engagement activities like; celebrate birthdays, work anniversaries and festivals, responded to letters, emails and general correspondence.
- ❖ Supervised housekeeping activities, ensured the requirement of general expenses and maintained file management and internal database for annual business accounting needs.