

Arpita Pathak

TA Specialist

Arpita Pathak
Liberty Phase 2 Pune, Maharashtra

8357941741
pathak13arpita@gmail.com

Skills

Recruitment and Staffing
Organizational Development
Compensation and Benefits
Strategic Management
Leadership

Experience

Results-driven and Quality-Focused Human Resource Management Professional with over 3 years of extensive experience. I am enthusiastic about leveraging my academic background and proven HR expertise to excel as a Technical Recruiter or HR Executive in your esteemed organization. Recognized consistently for my unwavering diligence and trusted by colleagues, I am dedicated to making a meaningful impact on your company's success in accomplishing its goals.

Consultadd Services Pvt. Ltd./ Talent Acquisition Specialist

November 2021 - PRESENT, Pune

- **Strategic Sourcing:** Proactively sourced top talent through platforms like Naukri, LinkedIn, Hirect, Instahire, Internshala, social media, and job fairs. Expertise in both technical and non-technical recruitment.
- **Diverse Hiring:** Led successful Pan India and Diversity hiring initiatives, showcasing adaptability and cultural competence.
- **Campus Recruitment:** Spearheaded campus hiring efforts, conducting engaging pre-placement talks and interviews. Hired more than 50 people in a year for technical and non technical role
- **Position Expertise:** Managed lateral hiring for diverse roles, including Project Manager, UI/UX Designer, Blockchain Developer, SDE Level, India Head Operation, Java Developer, Digital Marketing Specialist, HR Recruiter, etc.
- **ATS Proficiency:** Utilized Applicant Tracking System to maintain meticulous candidate data, ensuring a streamlined recruitment process.
- **Comprehensive Recruitment and Positive Candidate Experience:** Developed and executed effective recruiting strategies to identify, assess, and hire qualified candidates. Conducted interviews (phone, video, in-person) and extended job offers, ensuring a seamless onboarding process and positive candidate experience.

Performance Specialist

- **Introducing and Implemented "Arise"** - Embark on a transformative journey with the groundbreaking "Arise" 16-grid model, carefully crafted for unparalleled performance enhancement. Quarterly review of 300 employees.
- **Performance Improvement Plan** - Regularly doing the PIP with productive meeting and time oriented targets and successfully made employees to perform better than expected
- **KPI Implementation:** Spearheaded the integration of Key Performance Indicators (KPIs) across 14 departments, unleashing a data-driven era with futuristic growth of employees

- **Salary Surveys Extraordinaire:** Conducted comprehensive salary surveys, ensuring your team's compensation reflects current market dynamics and individual appraisals.
- **OKR Supervision :** Unleashed the power of Objectives and Key Results (OKR) for individual and futuristic employee growth, aligning personal objectives with the company's vision.
- **HRMS Idea Generation -** Timesheet tool, onboarding platform, ATS with Power Bi

Engagement

- **Cordial Call:** Regular, heartfelt check-ins with employees to cultivate a culture of happiness and well-being. Connected 80 employees in a quarter as Point of contact.
- **Celebration Initiatives:** Plan a symphony of activities, from Employee Appreciation Day to Fun Friday extravaganzas, creating a workplace where joy knows no bounds.
- **Skip Level Meetings :** Facilitated Skip Level Meetings to ensure every voice is heard, fostering a sense of inclusion and transparency.
- **Championing Wellness:** Embraced the spirit of sportsmanship with a dedicated Sports Day, promoting a healthy work-life balance.

Collabera Services Pvt. Ltd. / Technical Recruiter

January 2021 - November 2021, Vadodara

- Conducted full-cycle recruiting for diverse roles, including IT professionals, medical professionals, and management executives within the Telecommunications sector.
- Employed advanced sourcing techniques such as Boolean Search on platforms like LinkedIn, Monster, Career, and Dice to identify and engage with top talent.
- Successfully managed candidate interactions and interviews, skillfully negotiating salaries and facilitating the placement of international candidates.
- Utilized various applicant tracking systems and online resources like ATS, DICE, Monster, CareerBuilder, LinkedIn, and Google searches to ensure effective documentation and tracking of open positions and recruitment metrics.

Internships

Pantaloons/ HR Intern

August 2020 - September 2020, Bhopal MP

- Proactively engaged with multiple Pantaloon stores, ensuring roster adherence, providing virtual support for employee issues during the pandemic, and facilitating seamless remote work arrangements.
- Taking day to day update of all the stores

Caliber Civil Services Indore/ HR Intern

August 2019 - September 2019 Indore

- Proficiently managed lecture schedules, conducted seminars at educational institutes, and adeptly handled administrative tasks including Excel, Word, and PowerPoint presentations, while also contributing to day-to-day activities and conducting mock interviews for prospective candidates.

Cyber Infrastructures/ HR Intern

May 2019 - June 2019 Indore

- Performed end-to-end recruitment, including interview scheduling, coordinated successful campus recruitment activities, and provided valuable assistance to HR admin in employee documentation.

Education

Acropolis Faculty of Management & Research, DAVV, Indore, MP

- Master of Business Administration, (Human Resource Management)

The Bhopal School of Social Sciences

- Bachelor of Commerce,

Awards

Certifications:

- Business English & Communication, Marketing Research,
- Certification in Red Brick Summit IIM Ahmedabad
- Preparing to Manage Human Resource
- Inspiring and Motivating Individuals, Individual Research and Preparation
- Certification in Interview skills under Rubicon
- Social Media Recruitment for Human Resource Professionals
- Got Employee of month for performance