

Sweksha Galar

Human Resource Management Professional

Results-driven professional with a strong background in human resource management, targeting senior level assignments in **Talent Acquisition - Human Resource Management** with an organization of repute
Location Preference: Pune



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Profile Summary

- PGDM (HR) professional with **over 2 years** of experience in **Talent Acquisition, Human Resources Management**
- Proven skills in managing **end-to-end Recruitment Lifecycle**; sourcing the best talent from diverse sources covering shortlisting of candidates, conducting interviews across levels, salary negotiations, joining formalities & background verification
- Talent Acquisition Expert:** In-charge of planning, developing, managing talent acquisition and recruitment processes & strategies; skilled in guiding and grooming internal talent as well as steering external hiring for the unoccupied position for all key domains
- Proficient in **General Administration functions** such as maintaining personnel records, managing HR documents (e.g. employment records & onboarding guides) and updating internal databases
- Skilled in employee engagement activities which involve **conducting surveys, implementing several policies**, addressing the employee issues and ensuring regular follow-up with concerned departments
- Implemented **HR policies and procedures**, showcasing expertise in maintaining harmonious employee relations by building a strong culture and instilling the organization's values within the context of organizational needs
- Actively participated in seminars/ sessions organized by **Young Indians CII-YI Event** in Navi Mumbai
- Excellent **communicator** with strong **analytical, problem-solving and interpersonal skills** to relate to professionals at various levels; innate flair for accepting challenges with capability to work under pressure and meet targets/ deadline

Core Competencies

Human Resource Management

Talent Acquisition

Candidate Sourcing & Screening

General Administration

Networking/ Digital Sources

Interview Management

Performance Management

Team Management

Training and Development

Work Experience

Senior Talent Acquisition
Persistent Systems, Pune

Feb'21 – Jun'23

Key Result Areas:

- Managed end-to-end recruitment process, including sourcing relevant resumes from online employment forums such as Naukri and LinkedIn
- Followed up with candidates, conducted interviews, provided feedback, and scheduled Microsoft Teams, Zoom Meetings, and face-to-face interviews
- Administered various aspects of HR functions, including manpower planning, talent management, culture building, training & development, performance management, compensation & benefits, payroll management, and compliance
- Interacted actively with the candidates post-offer to address their pre-joining queries and ensured a smooth transition into the organization
- Negotiated salaries with selected candidates and performed post-selection activities, such as issuing offers, appointment letters, and finalizing placements
- Resolved concerns or doubts raised by the candidates and provided necessary information and guidance
- Maintained regular communication with candidates to keep them informed about the onboarding process and next steps

Internship

Unnati Associates, Pune

Feb'21

as HR Intern

Exposure: End-to-end Recruitment across various roles and sectors

Dec'20 –

Certifications

- Recruiting: Talent Acquisition & Hiring (Version 3.2)
- Boolean Search for Recruitment and Sourcing
- Six Sigma Certification, TCS ION of 13 learning
- IT Basics for Technical Recruiters

IT Skills

- MS Office (MS Excel, MS Word, MS PowerPoint)
- Power BI (Basic)
- Systems, Applications & Products in Data Processing (SAP)

Soft Skills

Communication

Critical Thinking

Empathy

Problem - Solving

Negotiation

Collaboration

Education

- PGDM (Human Resource) from Indus Business School, Pune in 2021
- B.Com. (Computer) from Shri Sathya Sai College, Bhopal in 2018

Professional Affiliation

- Member of Young Indians "YI"

Personal Details

Date of Birth: 13th January 1997

Languages Known: English, Hindi

Address: Tathawade, Pune - 411033