

# SHEFALI RATHI



## Contact

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## Languages

English

Hindi

Marathi

Gujrati

## Hobbies

- Food Blogging
- Photography
- Exploring new places
- Socializing

## Summary

Executive IT recruiter with overall 8+ months of experience in IT industry and 2+ months of experience in IT recruitment.

Involved in Sourcing, Screening, Scheduling & hiring top talent with Hire, Train & Deploy Program for fortune 500 & other diverse industry organizations. Skilled in full cycle recruiting, high volume recruiting through robust recruiting strategies and social media networking.

## Skill Highlights & Tools

- Recruiting Lifecycle
- Talent Acquisition
- Zoho Recruit
- Boolean Search
- Client Interaction
- Sourcing From Various Job Portals
- Head Hunting
- Screening & Assessment
- Onboarding Candidates
- MS Office/Sharepoint
- Strong Verbal & Written Communication

## Experience

**Executive IT Recruiter (Remote)**– April 2022 - Present

**2COMS Consulting**

- Working simultaneously on multiple mandates/requirements by screening candidates from ZOHO Recruit.
- Sourcing from Naukri, Monster, Indeed with Boolean Search.
- Parsing CV's into ZOHO Recruit using ZOHO Recruit Extension.
- Scheduling assessments & interviews followed by taking feedback from the client as well as the candidate.
- Job Posting on social media.
- Worked on C2H as well as Permanent requirement for Clients.
- Relationship building with the candidates & client.

**Marketing Manager** – July 2021 – January 2022

**Modak Analytics LLP, Hyderabad**

- Assisted the Marketing team in executing social media campaigns
- Developed LinkedIn Campaigns, effectively increasing followers by 400+ and maintained global brand presence across social media channels
- Re-designed Company Website with the Marketing team

**MEA Marketing Intern (Remote)** – Oct 2020 – Mar 2021

**Cloud 4C, Hyderabad**

- Digital Marketing, Content Outsourcing, Research and Campaigning for the MEA region
- Extensively worked on MS Excel for database management
- Co-ordinated and engaged with multiple teams for successful launching of campaigns

## Education

**Master of Business Administration (Marketing)** –

Sri Balaji University, Pune (2019-2021)

**Bachelor of Engineering (Information Technology)** - Vishwakarma

Institute of Information Technology, Pune (2013-2018)

## Certifications

**LinkedIn Certified:** Account Based Marketing Foundations