

AKANSHA KAPOOR

DEPUTY MANAGER - RECRUITMENT & ADMIN



Accomplished Senior HR and Admin professional with over 9 years of comprehensive experience in leading HR initiatives, optimizing administrative processes, and fostering a positive work culture. Proven track record in talent acquisition, employee development, and policy implementation, driving organizational success through effective HR strategies.

CONTACT



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Mumbai



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SKILLS

PAYROLL

Microsoft Excel

Client Management

WORK EXPERIENCE

05/2021 - 06/2025

Deputy Manager - Recruitment & Admin Raising Superstars Enterprices Pvt Ltd

Mumbai

Achievements/Tasks

- ◇ 1. Manage end to end Recruitment process for Domestic & International
- ◇ 2. Collaborate with hiring managers to identify staffing needs and determine selection criteria
- ◇ 3. Source potential candidates through online channels and Professional networks
- ◇ 4. Plan interview and selection procedures, including screening calls, assessments, and inperson interviews.
- ◇ 5. Design job descriptions and interview questions reflecting position requirement
- ◇ 6. Knowledge of Labour Laws & Statutory Compliances.
- ◇ 7. Coordination with Hiring Agenices
- ◇ 8. Oversee HR functions including Onboarding, Exit formalities, Background Verification, Payroll work, FNF settlement, also Handling all Adminstrations work, Filing documents and Legal / Conmdifential Dcouments, Making appointment letters and General HR operations

08/2019 - 04/2021

Recruitment Team Leader Natasha Celebrations

Mumbai

Achievements/Tasks

- ◇ 1. Designing and implementing effective recruitment strategies aligned with organizational goals.
- ◇ 2. Staying updated on industry trends to enhance talent acquisition processes.
- ◇ 3. Identifying and utilizing various channels, including job boards, social media, employee referrals, and networking events.
- ◇ 4. Building and maintaining a talent pipeline for current and future hiring needs.
- ◇ 5. Conducting initial screenings, interviews, and assessments to evaluate candidate qualifications.
- ◇ 6. Collaborating with hiring managers to determine position requirements and desired candidate profiles.
- ◇ 7. Have lead team of 4 junior recruiter

- ◇ 8. Done onboarding and background verification of new employees
- ◇ 9. Have handled payroll and exit formalities

11/2016 - 08/2019

HR Recruiter

Proton Infovision

Pune

Achievements/Tasks

- ◇ 1. Done end to end recruitment for IT and NON IT profiles
- ◇ 2. Done screening, shortlisting as per the client requirement
- ◇ 3. Coordinated with hiring manager regarding job description, Interview process and feedback
- ◇ 4. Taking first round of interview through calls

01/2016 - 11/2016

Assistant Acquisition Manager

Kotak Mahindra Prime Limited

Mumbai

Achievements/Tasks

- ◇ 1. Promoting and selling banking products such as loans, credit cards, savings accounts, insurance, and investment plans.
- ◇ 2. Identifying potential customers through field visits, networking, and lead generation activities.
- ◇ 3. Building and maintaining strong relationships with customers to ensure repeat business and referrals.
- ◇ 4. Meeting or exceeding monthly and quarterly sales targets.
- ◇ 5. Collecting and verifying required documents for product applications.

EDUCATION

10/2013 - 10/2015

POST GRADUATION - Banking & Finance

Symbiosis Center of Distance Learning

PUNE

09/2009 - 10/2010

GRADUATION - COMMERCE

LUCKNOW UNIVERSITY

Lucknow