

Divya Malkar

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SUMMARY

HR professional with **1 year 10 months of experience** in Talent Acquisition, Employee Engagement, and Employer Branding. Skilled in **end-to-end recruitment, onboarding, exit management, and HR operations**, with hands-on experience in **HR analytics, performance management, and campus/walk-in hiring**. Adept at designing engagement initiatives, enhancing workplace culture, and aligning HR strategies with organizational goals to drive productivity and retention.

EXPERIENCE

HR & Talent Acquisition Specialist | Pride Purple Group | Pune | April 2025 - Present

- Managed **end-to-end recruitment** for IT and Non-IT roles across multiple business units, ensuring timely closures and high-quality hires.
- Collaborated with hiring managers, consultants, and internal stakeholders to understand manpower requirements, develop job descriptions, and deliver candidates aligned with organizational goals.
- **Spearheaded the end-to-end recruitment process from the ground up**, including sourcing, screening, conducting initial interviews, managing hiring platforms such as LinkedIn, Naukri, and Indeed, as well as handling onboarding and exit formalities.
- Led **Naukri employer branding initiatives** by creating engaging content and launching the company's showcase page, significantly enhancing brand visibility and candidate engagement.
- Spearheaded **LinkedIn recruitment strategy** by conducting a high-level meeting with LinkedIn leadership to evaluate and implement the paid platform for company hiring, improving candidate sourcing quality and outreach.
- Designed and executed targeted **employer branding campaigns** to position the organization as an employer of choice.
- **Managed walk-in and campus recruitment drives**, overseeing end-to-end hiring for freshers and interns while ensuring alignment with organizational talent needs.

HR & Talent Acquisition Specialist | Matiz Solutions Pvt. Ltd | Pune | February 2024 - April 2025

- Experienced in managing end-to-end recruitment processes for both IT and non-IT roles.
- Proficient in workforce planning, talent acquisition, and retention initiatives.
- Dedicated to enhancing employee engagement and cultivating a positive workplace culture.
- Demonstrated success in sourcing, assessing, and hiring top talent across various sectors.
- Well-versed in HR operations, including onboarding and induction programs.
- Focused on aligning people strategies with organizational objectives to drive sustainable growth.

EDUCATION

Bachelor of Technology (B.Tech), Computer Science & Engineering | Dr. Babasaheb Ambedkar Marathwada University | Chatrapati Sambhaji Nagar (Aurangabad) | 2023 | 8.39

Diploma in Computer Engineering | MIT Polytechnic | RoteGaon | 2020 | 87.43

CERTIFICATIONS

Employee Engagement Certification | KEKA Academy | 2025

- **Employee Engagement Certification** – Equipped with strategies to enhance employee satisfaction, retention, and productivity; skilled in designing and implementing engagement initiatives, measuring engagement levels, and fostering a positive workplace culture to support talent management, recruitment, and employer branding.

SKILLS

- Talent Acquisition / Recruitment
 - HRMS Management (KEKA)
 - HR Analytics & Reporting
 - Onboarding & Exit Formalities Automation
 - Campus & Walk-in Hiring
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