



AKANCHA DHANIWALA

HR – Senior Recruitment Consultant & Compliance Officer

CONTACT

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SUMMARY:

Strong human resources professional with a Master of Business Administration (M.B.A.) focused in Human Resources Management. Proactive and detail-oriented HR Recruitment Consultant with ten years of experience in managing end-to-end recruitment processes across diverse industries.

A proven track record of building strong candidate pipelines and fostering positive relationships with hiring managers.

Up skilled in understanding the compliance for clients by providing close support in the contract management and compliance audits, ensuring data privacy and security compliance.

Familiar with Success Factor, Salesforce, Workday, Beeline, Eclipse software tools

January 2025 to present –

A short break to meet the parenthood responsibilities and manage kids' personal needs. During this tenure I've enhanced my multi-tasking skills to meet their personal attention for the personality growth and managing the familial duties by giving a personal touch.

EDUCATION

Indian Institute of Informatics and Management, Jaipur

Jul 2012 – Sep 2014

Master's in Business Administration (Dual specialization - HR and Marketing)

Kanoria PG College, Jaipur

2009 – 2012

Bachelor's in Business Administration

WORK EXPERIENCE

Senior Recruitment Consultant, QX Global Group

May 2021 – December 2024

- Client – EY Group, Talent Acquisition (Jul' 24 – Dec' 24)
 - Collaborated closely with client organisation EY to understand their hiring needs for CHEVRON (Oil & Gas) and successfully assisted in end to end recruitment strategies to support their transition phase to India.
 - Team member of pilot project achieving and exceeding the EY's recruitment KPIs.
 - Build and maintain strong pipeline of engineering and non- engineering candidates to match current/ future openings.
 - Advertising vacancies via job boards, social media, and other channels.
 - Match candidates to appropriate roles based on their experience, qualifications, and aspirations.
 - Present shortlisted candidates to EY with detailed candidate summaries (Mid – senior role profiles).
 - Interview coordination, candidate follow-up and gather feedback from both ends
 - Maintain accurate records of candidate and client interactions on each phase of interview stages (Five stages of interview).
 - Portals used were Naukri, LinkedIn Recruiter, Indeed and Glassdoor.
- Client – Hydrogen Group, APAC & EMEA (May' 21 – Jul' 24)
 - Seamlessly onboarding the contractors and candidates with end clients.
 - Compiling each documents with the client checklists/ forms/ requirements.
 - Generating the compliance reports on monthly, weekly and daily basis.
 - Working on new deal placements and sending PAYE/extension contracts as required.
 - Responsible for proof checking and submitting the placements for final sign off.
 - Conducting internal audits to assess compliance with policies and procedures.
 - Delivered comprehensive compliance training to team for quantifiable achievement.

- Providing assistance on the immigration, insurance and RTW checks for contractors.
- Attending daily queries of contractors and consultants to meet the daily turnaround of SLAs.
- Closely knitted with more than 18 end clients of Hydrogen Group which includes IQVIA, HCL, Randstad, HSBC, Deutsche Bank, Manpower, Hays, Adecco, Accenture, Target, Cisco.

Senior Recruitment Consultant, QX Global Group

October 2018 – April 2021

3. Client – Your World Recruitment Group, Perm Doctors (Jun’ 19 – Apr’ 21)

- Specialized in recruiting international doctors of all grades and specialties for substantive roles in the NHS in the UK.
- Developing and maintaining a candidate database
- Screening and interviewing candidates to assess their skills, experience, and suitability for roles
- Building and maintaining relationships with clients to understand their hiring needs
- Providing advice and guidance to both clients and candidates to bridge the recruitment gap.
- Preparing and presenting reports on recruitment activities on weekly basis.
- ATS used – Eclipse, MS Office Suite

4. Client – DRC Locums, Doctors division (Oct’ 18 – May’ 19)

- Proactively reaching out to doctors who may be interested in locum work.
- Reviewing applications and CVs to assess candidates' qualifications, experience, and suitability for specific locum roles.
- Verifying candidates' credentials, including medical licenses, GMC registration (in the UK), qualifications, and right to work.
- Managing compliance checks, such as DBS (Disclosure and Barring Service) checks in the UK, professional references, and immunization records.
- Matching candidates' skills and preferences with the specific requirements of client vacancies.
- Ensuring all recruitment activities comply with relevant employment laws, healthcare regulations, and client-specific policies.
- Understanding their specific staffing needs, including specialty, grade, and duration of placement, required skills, and any specific compliance requirements.

Healthcare Recruitment Consultant, WESolutions

June 2017 – September 2018

- Reviewing applications to assess qualifications, experience for NHS healthcare.
- Conducting interviews to evaluate clinical skills and communication abilities.
- Headhunting through various sources of social media and job portals.
- Advising the applicants with best suitable vacancies at client companies.
- Assisting in preparation for interviews and OET, OSCE examinations.
- Providing cost free recruitment & compliance services to candidates.
- Recruiting from Europe, Philippines, India, Australia and New Zealand

HR Associate, EngineersGarage

April 2016 – October 2016

- Recruitment publicizing openings in various job portals and social web pages.
- Interviewing and arranging interviews for candidates with line managers.

- Managing On-Boarding and Off-Boarding of employees.
- Assuring maintenance of employee Code of Conduct.
- Addressing Grievances Reported By Employees.
- Maintaining employee leaves and payroll management.
- Managing Employment Related Documentation and Agreements.
- Performance management, employee orientation and engagement activities.

HR Executive, Jaipur Rugs

October 2014 – December 2015

- Reviewing resumes and applications, handling full employment life cycle.
 - Providing the necessary inputs during the hiring process and offer closures.
 - Salary Negotiation and conducting employee orientation.
 - Facilitating newcomers' joining formalities.
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