

Deepa Verma

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Location: Sohna Road, Gurgaon

Education:

B.Tech, Computer Science, UPTU, 2014

Work Experience

Naukri.com, InfoEdge India Private Limited –TA Manager – Aug 2022 till present

Working in the premium extension of Naukri.com that focusses on placements of premium IT candidates.

- Building a well performed team of recruiters from scratch – trained them on every phase of recruiting cycle and recruiting for core IT Industry especially for BackEnd, FrontEnd, Mobile, QA, Engineering Manager, DevOps, SRE, Cyber Security, Data Scientists, Data Engineers Data analysts and Business Analysts.
- Responsible for managing a team of 10 IT recruiters and their deliverables.
- Managing the **end-to-end** planning and Task execution of the hiring process which includes resource planning, budgeting, headcount planning, finalizing TATs, requisition process, interview stages, compensation fitment, and closure of offers – Driving this process efficiency with outcomes working closely with BU heads and leaders.
- Expertise in ramping up the large numbers (**Volume hiring**) within the given period and Experience in using **LinkedIn Talent Solutions** to proactively source candidates and maintain candidate pipeline for evergreen roles.
- Heavy knowledge on **Market Research and Company/Industry Mapping**.
- Strong technical/business knowledge and understanding of technical requirements, deep sourcing skills and excellent **candidate assessment** skills.
- Proficient in recruiting techniques such as **Vendors management**, Job boards, Internet search, head hunting, passive recruiting & Campus Recruitments.
- Strong hands-on experience in sourcing through **Social Networking** like LinkedIn.com and **X-ray searches**.
- Defining **sourcing strategies**, techniques and USPs driven approaches to attract more candidates and maintain candidate pool with **strong candidate engagement skills**.
- Expertise in **Senior & Leadership** hiring in Tech roles like DOE, Tech Architects, EMs, etc. catering detail oriented approach leading to best hiring experience at senior level candidates.
- Expertise in DEI (**Diversity, Equality and Inclusion**) strategies and women in Engineering hiring needs.
- Good experience of working on different ATS – Freshworks, Peoplesoft, Lever, gHire, Freshteam, WorkDay CRMs, hiring portals, X-ray searches, free job boards, Cutshort, Instahyre, LinkedIn Projects, Boolean searches, Naukri RMS, reporting portals Zoho etc.

Syfe – Svava Technologies – Lead Recruiter – May 2022 to July 2022 (affected in layoff)

Syfe is a B2C FinTech Start-up based out of Singapore, founded by Dhruv Arora, achieved series B level funding, helps customer to invest in a better way.

- Working as a Lead recruiter with a junior recruiter and coordinator responsible for driving the complete recruiting cycle for the company's in-house recruiting needs.
- Conducting requisition Intake sessions with hiring managers, BU heads and HR partners to understand hiring needs and set up interview process and discuss salary range and to give research analysis on salary trends in the market.
- Creating candidate personification for searching right set of candidate profiles.
- Creating Job advertisement using ATS and publishing it to the outside world.
- Sourcing candidates from different platforms like LinkedIn, free job boards, naukri.com, x-ray searches and outreach programs.
- Driving employee referral campaign to seek relevant profiles within employee's networks.
- Screening candidate profiles received from career site, ATS, job boards, vendors, etc
- Explaining the job description and role requirements to the screened candidates.
- Sharing candidate profiles with HMs, scheduling interviews and collecting feedback n rejected profiles to refine my search.
- Dispositioning interview rejected candidates by providing feedback to them.
- Conducting Coffee Chats with final shortlisted candidates and Business Unit Heads
- Conducting salary negotiations with selected candidates and extending offer letters
- Conducting Background verification via help of 3rd party vendors.
- Conducting pre-joining calls with offered candidates to keep them engaged leading to increased offer to joining ratio.
- Updating ATS to integrate with Database to create employee profile on-boarding status in the system.
- Finally Introducing the candidate to HM and team and HRBPs at the joining day and then conducting a recruiter check-in post their 3 month's completion in the organisation

Google via Optimum Infosystem – Recruiting Coordinator – April 2021 – May 2022

Working directly for Google on the payroll of Optimum Infosystem, Contractual role for a year

- Assisting Recruiters in Google's recruiting and Talent Acquisition methods and strategies by liaising with internal departments and developing hiring strategies and profiles.
- Determining selection criteria, hiring profiles, and job requirements for vacant positions.
- Sourcing potential candidates through online company career portals, recruitment sites, job boards, social platforms, as well as print media, posters, and flyers, when required.
- Managing hiring processes via electronic Applicant Tracking Systems –gHire
- Assist in crafting job postings and employment ads.
- Evaluating applications and screening candidates via calls or emails,
- as well as facilitating pre-interview assessments.
- Coordinating with interviewers/hiring managers and Scheduling interviews
- Compiling interview questions and conducting in-person or video call interviews with shortlisted candidates.

- Partnering with Recruiters in preparing hiring forecasts as part of the company's strategic planning.
- Taking care of the offer application, pre-hire, onboarding process.

McGraw Hill – Recruiting Coordinator – Jan 2019 to Apr 2021 [first 6 months on contractual payroll of teamlease]

McGraw Hill is a Publishing House and I was Reporting to the Global TA Director & Providing recruiting support for a team of recruiters (across the Globe – APAC, EMEA, LATam & India)

- Sourcing, Screening and Shortlisting Profiles from Job Portals, Networking Sites, Referencing, Networking and Head-Hunting, scheduling candidate interviews, processing offers letters, conducting background verification of candidates, carrying out pre on-boarding activities.
- Liaising with internal departments to develop hiring strategies and search criteria to source relevant profiles.
- Managing the Job Requisition which includes Creating Job Descriptions for the postings, publishing the job posting on McGraw Hill's Career sites, and other job sites i.e. externally & internally, un- posting it if not required and closing it upon selection confirmation.
- Carrying out end-to-end recruitment for Interns, contract hires and other junior roles & assisting HRBP & HRBP-Director with New Hire joining formalities & Monthly TA reports
- Managing the post offer, pre-hire process which includes background verification, onboarding, e-filing etc to ensure all necessary actions are taken prior to the new hire joining.
- Conducting Inductions & Orientations for every new Hire, introducing the Welcome Pack & organization's cultural ethics along with policies & procedures.
- Training Hiring Managers on Interview handling techniques and ensuring a smooth new hire experience for Hiring managers.

Mercer India Pvt Ltd – Senior Analyst – September 2016 to 18 October 2018

- Worked as Senior Analyst, in workforce administration for UK region, which includes new joiners offer/contract creation, ID creation, conducting background checks, contract amendments, performance management, managing leave applications, terminations.
- Offer/contract creation of selected candidates, on-boarding, id creations.
- Conducting Background Verifications and providing references for the current employees.
- Assisting in all day-to-day transactional activities in employee life cycle which includes updating internal CRM tool and Issuing letters for contract amendments, probation, performance management, managing leave applications, terminations

HCL Technologies – Associate Executive – June 2014 to September 2016

- Worked as HR executive in TAG - Talent Acquisition Group, taken care of requisition creation, sourcing, screening, interview scheduling, selection, background verification, on boarding and complete hire to retire work cycle of the employees.
- Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Assist with day to day operations of the HR activities.

- Maintains the work structure by creating and posting job requisitions.
- Sourcing - internal & external, screening the applicants, scheduling
- interviews.
- Communicate with managers and employees regularly to establish
- rapport, gauge morale, and source new candidate leads.