

**Reetu** Khatri

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**Nationality:** Indian

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Location – Pune (India)- Holding **Valid Dependent Visa till February 2022.**

About me: Focused and enthusiastic TAG oﬀering 8 years of commendable experience across various domains of business partnering within HR towards achieving employee delight whilst ensuring business needs are met as expected. Experience in End-to-End Recruitment for IT and Non-IT hiring. Successful Implementation in identifying resources for the right level of given job requirement for Fortune 500 companies across India, UK, EU and USA.

# HONOURS AND AWARDS

11/04/2021

## Received PAT ON BACK award at ITC Infotech.

14/07/2019

## Received Rookie award for completion of 100% target in ﬁrst 6 months- Kelly Services

13/08/2020

## Received Tops award for H2-2019 and H1-2020 for achieving more than 100% targets.

12/07/2014

## Awarded top performer and qualiﬁed for international trip to Dubai.

**WORK EXPERIENCE**

22/02/2021 – 30/09/2021 – Pune, India

**ASSISTANT MANAGER HR –TAG (TEAM LEAD ROLE) –** ITC INFOTECH

I am working as a Talent Acquisition (TAG) Lead and part of HR. Working on domains such as Telecom, BFSI.

* Effectively manage full recruiting lifecycle process from requirement gathering, active sourcing to preparing job offers of close to 30 requisitions per month including remote hiring process.
* Lead and develop comprehensive targeted recruitment strategies for IT Professionals on LinkedIn, indeed, Naukri via direct sourcing, database mining, internal referrals, calling, local advertising, networking, professional communities, etc.
* Enabling employee documentations and background verification process.
* Employee Engagement: Design and Drive Engagement initiatives through Regular Connects, skip discussions, Top Talent Connects for the Account, senior Leadership Connects, facilitate townhalls, R&R Programs in line with engagement survey results for better retention and productivity.
* Build and maintain strong professional relationships with candidates by providing superior candidate care including clearly defining position requirements and recruiting process, timely updates on progress, interview preparation and debriefing.
* Leading a Team (3 associates) of experienced recruiters and Providing consultancy on role profiles, team development and related individual measures as a team leader along with KPIs.
* Actively branding the employer via social media networking viz LinkedIn and contribution in enhancement of Career sites.
* Gathering Business needs, develop job-related strategies and measures to find suitable specialists and managers, writing Job descriptions/ advertisements, conducting initial interviews for potential candidates.
* Hiring for regular skills like Java, Front end, .Net, testing, ETL, Mainframe, DBA to Niche skills like Bigdata, DevOps, Full stack, UI/UX, AWS, AI, crypto (blockchain) technologies like Python, Kotlin and ML, Data Science with Levels of hiring from intermediate to leadership hiring viz Engineering Managers, Product Managers.
* Sourcing / Screening (ATS) Applicant Tracking System with Personio and Workday/ Involved in selection process / Salary negotiation / Oﬀer release /Post Oﬀer follow up / Employee engagement and retention.
* Catering to high skill needs of customers spread across multiple geographies viz Europe, UK, US, Canada, UAE and Asia.
* Responsible for the active control of the recruiting process, from the posting of job advertisements to the preselection of applications to conducting telephone and Video interviews via zoom, MS Teams, google calendar.
* Maintaining the market intelligence repository and managing MIS for periodic reports via proficient MS Office especially dealing with Excel.

24/12/2018 – 15/02/2021 – Hyderabad, India

**SR CONSULTANT –** ADVANCE AUTO PARTS (DEPUTED THROUGH KELLY SERVICES)

I was working in **Talent Acquisition Group (TAG)** and managing the business needs for domains like **Healthcare, BFS, Insurance, Retail**, **Automotive and Oil & Gas.**

* Interact with client and maintain a relationship with them to assess business for talent deployment.
* Working as per Employment laws, better recruiting practices and selection procedures.
* Managing full recruiting lifecycle through portals (Naukri, LinkedIn, Stackoverflow, GitHub, or other portals) via different combinations of Boolean search.
* Ascertaining with stakeholders on various positions at hand, Coordinate with client on daily basis as per their requirement.
* Updating HR databases regularly to reflect current status.
* Explore all channels of recruitments, like posting ads and jobs, taking references etc. for sourcing of the right candidates for the clients.
* Conducting preliminary interviews with candidates to ascertain their competencies, skills, and aspirations (based on work, position, salary, and relocation etc.)
* Actively Involved in exclusive hiring of Leadership positions like Product Managers, Solution Architect, Delivery Manager, etc.
* Accompanying the candidates during the entire application process with a focus on a positive candidate experience.
* Maintaining daily and weekly status reports for presenting it to the management showing in depth people analytics.
* Worked for a global capability center (Advance Auto Parts- Fortune 500 org) who is building the ﬁrst automotive aftermarket part industry in India.
* Manage external service providers and contractors/ vendors during for bulk requirement supports.
* Knowledge of engineering and manufacturing operations skillsets and related job requirements.
* Exploring AI based innovation recruitment methods and keen interest in learning the same.

Successfully communicate each candidate’s experience and qualifications for the opportunity and advise the Manager on candidate background, expertise and career potential.

17/06/2013 – 30/11/2018 – Indore, India

**SR. IT RECRUITER –** KTEK RESOURCING LLC

* Recruiting professionals from various IT technologies for Direct clients and Implementing Partners (HCL, Wipro, CTS, Infosys).
* Gathering requirements, understanding client need and delivering the same to the team, creating a balance between the client and team to get results.
* Responsible for Sourcing / Screening / Salary negotiation / Oﬀer follow up & Employee engagement.
* Assigned the tasks of negotiating oﬀers with candidates to meet target gross margins of the organization.
* Coordinating successfully with Account Managers from client partners.
* Involved in complete relevant documentations/Paper works.
* Maintaining the pool of all candidates so that rejection in one area may open a door for potential other skill.
* Established business contacts in target markets through telemarketing, direct mail campaigns, trade show participation, and vendor relationships for working in contract hiring model.
* Niche skill recruiting for USA (International) customers and ensuring demands are met Quickly with Quality.

# CERTIFICATIONS & TRAININGS

## Certiﬁed recruiter on TAG (Talent Acquisition Group) course in ITC

**Completed LinkedIn trainings for technical recruiting, recruiting foundations and Talent sourcing** **Undergone Internal trainings in the organization for recruitment process.**

**EDUCATIONAL QUALIFICATION**

21/08/2009 – 10/05/2013

## B.E. (Electronics & Communication)



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| **LANGUAGE SKILLS** |  | |
| **Mother tongue(s):** HINDI  **Other language(s):** |  |  |
| UNDERSTANDING | SPEAKING | WRITING |
| Listening Reading | Spoken production Spoken interaction |  |
| **ENGLISH** C2 C2 | C2 C2 | C2 |
| **GERMAN** A1 A1 | A1 A1 | A1 |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proﬁcient user