**RITU THAKUR**

**Contact No:** 91-9560945559; **Email:** hr.rituthakur@gmail.com



**RECRUITMENT PROFESSIONAL**

Offering **4.9 Years** of Cross -Recruitment Experience



**PROFILE**

* Results oriented professional having **Masters In Business Administration** with specialization in Human Resource Management, proficient in recruitment and implementing standard procedures and systems to enhance operational efficiency of the Organization. I have worked as an **Sr. Executive Recruitment with GloCons Consulting Pvt. Ltd.** having proficiency across Recruitment profesonal and management**.**
* Complete understanding of business processes in placement firm achive the targat**,** maintain data for future recruitment in same domain ,MIS Reporting, handling the end to end recruitment cycle.
* Hands on experience in managing day-to-day recruitment managment activities till joining and MIS reports.
* Articulate communicator, blending analytical expertise with interpersonal skills while interacting with the cross-managment teams and clients..

**KEY STRENGTH AREAS:**

• Strong Sourcing / Relationship with Client Management/ Selection /Analytical skills/ Communication Skills



**PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS**

**GLOCONS CONSULTING PVT. LTD. June’15 – March 2017**

**Sr. Executive Recruitment**

**Job Recsponsibility :-**

* Overseeing Pan India & overseas Recruitment of manpower to fulfill the requirement through Job Portals (Naukri, Monster & Times,linkedin) and personal references etc.
* Handled whole Recruitment Cycle like Sourcing, Screening, Shortlisting, Head Hunting, Poaching, Evaluating, Salary Negotiations and Reference Checks.
* I have a recruitment experience in all division‘s like Engineering Sector, Non IT, IT,Automobile, Finance, Sales Marketing, other domain recruitment etc.
* Handled recruitment from Senior Level Management for domestic Level as well as International Level.
* Dealing with clients & providing best option in terms of creamy candidate to close the position.
* Maintaining details of employee referral scheme, which form an integral part of the recruitment Exercise.
* Responsible for Issuance of Offer Letter, Appointment Letter & follow up till joining and retain of the candidates.
* Maintain the Excel and online date for future help of recruitment.
* Responsible for candidate avaibale for F2F interview/ reimbursement documents process.
* Responsible for achive targe.

**PREVIOUS WORK ASSIGNMENTS**

**RADIANT TECH RESOURCES PVT.LTD. Feb’12-Jun‘15**

**HR Executive**

**Job Recsponsibility :-**

* Responsible for Recruitment Assignments PAN India
* Understanding the job description, assign the task to the Consultants.
* Support the Profile Screener team in the Screening process (Naukri)
* Fitment Assessment, Sharing resume with hiring Manager
* Post resumes shortlisting process - interview line-up
* Pre & Post interview process follow-up with the client & the candidate
* Post selection co-ordination with the hiring process, medical checkups, reference check
* Offer acceptance; follow up with the candidates till they join
* Consultant Relationship Management

**[3] Worked with IKYA HUMAN CAPITAL SOLUTION PVT. LTD.** as a Sales Co-coordinator with team on **(SAMSUNG)** Third party pay roll **from Sep. 2010 to Dec. 2011**



**TRAINING**

* Name of the Company: HPCL (4 Months) from March 2009 to June 2009 New Delhi



**ACADEMIC AND PROFESSIONAL CREDENTIALS**

**10th ,12th from M.P. Board**

**Bachelor Of Computer Application 2008**

Makhanlal University Bhopal

**Master Of Business Administration (Human Resource Management ) 2010**



**COMPUTER SKILLS:**

Ms- office ( Excel, Word,window 2000,2007,2010)

**PERSONAL DETAILS**

* **Father’s name** Late Mr. R. N. Singh
* **Marital Status** Single
* **Hobbies** Travelling, Music and Internet Surfing, Painting.
* **Strengths** Adaptable to any environment, Positive attitude Team work and commitment, Good analytical skills.



**Date of Birth:** 3rd July, 1987; **Language Proficiency**: English and Hindi,Marathi beginner

Address : Badarpur Border New Delhi

**References:** Available upon request