

OBJECTIVE

7+ years of experience into corporate recruiting, staffing, talent acquisition. Proven track record of implementing recruitment strategies. Skilled in conducting thorough candidate assessments, managing end to end recruitment, fostering relationships with senior leadership team, stakeholders, and vendors.

EXPERIENCE

AXA XL (BANGALORE)

Apr 2022 - Jul 2024

Recruiter (Assistant Manager)

- Led recruitment for Managed Services (Re/Insurance businesses), Strategy and Change, Claims, and various corporate functions, managing both entry-level and lateral hiring.
- As a core member of the volume hiring team, consistently achieved high recruitment targets, successfully closing 25-30 positions on a monthly basis across both Gurgaon (GGN) and Bangalore (BLR) locations.
- Acted as the Single Point of Contact (SPOC) for Internal Job Postings (IJP), Employee Referrals (ER), and Walk-in drives etc.
- Collaborated closely with business stakeholders and hiring managers to understand the specific needs of each department, providing targeted hiring solutions that aligned with strategic business goals.
- My dedication and outstanding performance led to an opportunity to relocate to the Bangalore office in April 2023, where I was tasked with scaling headcount and accelerating hiring efforts to meet the growing needs of the business.

SPINNY (GURGAON)

Sep 2021 - Apr 2022

Senior Talent acquisition specialist

- Spearheaded the entire recruitment lifecycle for Non-IT and high-volume Sales hiring, ensuring a seamless process from candidate sourcing to offer rollout.
- Played a pivotal role in salary negotiations, leveraging market insights to benchmark competitive packages while aligning with both company budgets and industry standards.
- Utilized Google Sheets and ATS to streamline and manage the recruitment workflow, ensuring transparency, compliance, and efficiency throughout each hiring stage.
- Crafted and strategically positioned compelling job descriptions across multiple platforms, significantly expanding outreach and enhancing the diversity and quality of candidate pipelines.
- Consistently met hiring targets while maintaining a strong focus on candidate experience, employer branding, and process optimization.

UNIBIZTEC (GURGAON)

Dec 2018 - Aug 2021

Senior HR Executive

- Managed the entire recruitment cycle for digital marketing roles and tech support, from sourcing to onboarding.
- Conducted thorough background verification for shortlisted candidates, ensuring compliance with company policies.
- Led onboarding and induction programs, fostering a smooth transition for new hires into the organization.
- Maintained accurate and up-to-date employee personnel files, both in electronic and physical formats.
- Prepared and issued various official letters to employees in a timely manner, ensuring clear and consistent communication.
- Recruited and mentored two HR trainees, overseeing their performance and professional development.
- Actively contributed to employee engagement initiatives, including organizing Recognition & Rewards (R&R) programs to boost morale and foster a positive work environment.

HAPPYEASYGO (GURGAON)

Apr 2018 - Dec 2018

HR and Admin Executive

- Helped with hiring and recruitment processes.
- Checked references and performed background checks on candidates.
- Assisted with onboarding new employees and organized their training.
- Kept employee records up-to-date in both digital and paper formats.
- Worked with external partners like insurance vendors to ensure legal compliance.
- Organized and managed various employee engagement activities.

GENPACT (GURGAON)

Aug 2016 - Mar 2018

Process Associate

- Worked for an Australian bank as a Customer Income Verification (CIV) Officer.
- As Verification Officer reviewed and validated Customer's Applications required for the Disbursement of Personal Loans and Credit and Debit Cards.

EDUCATION

SKILLS

Microsoft Office ,Taleo (ATS), Darwinbox , Keka HR,Volume Hiring ,DE&I Hiring,Campus Recruitment ,Linguistic Hiring ,

INTERESTS

Dancing , Photography , Food Blogging, Travelling

LANGUAGE

English, Hindi

ACHIEVEMENTS & AWARDS

"You have Earned It" By Head of Talent Acquisition.

Closed 15 linguist positions within a month.

"Pat on the Back" By Head of Talent Acquisition

Managed Campus placement for both Gurgaon and Bangalore offices. Closed 20 positions in GGN office and 20 positions in the BGLR office.