

OBJECTIVE

“Talent Acquisition Specialist with 7+ years of experience in end-to-end recruitment, stakeholder management, and vendor relations. Skilled in sourcing, salary negotiation, offer management, and onboarding, with expertise in Pan India. Proficient in background verification, salary benchmarking, and creating detailed recruitment reports. Seeking to transition into HR Operations or HRBP roles to leverage my recruitment and HR expertise.”

EDUCATION

MBA, HR

Jun 2011 — Mar 2012

United Business Institute (JARO Education)

Graduation, Commerce

Jun 2004 — Mar 2008

Mumbai University

WORK EXPERIENCE

Senior Talent Acquisition, Zentest Software (Go-Live Faster), Pune-Sep 2021 — Present

- Leading and managed a team of **two junior recruiters**, providing guidance, training, and support in their day-to-day tasks, ensuring the successful execution of recruitment strategies and meeting organizational hiring goals.
- **Sourced candidates** through social networking sites such as LinkedIn, proactively reaching out to top talent and building a strong candidate pipeline.
- Conducted **in-depth interviews** to evaluate candidates' qualifications, skills, and cultural fit, ensuring alignment with client requirements and job specifications.
- Submitted CVs in a timely manner, ensuring that each submission met the allocation criteria and client expectations.
- Implemented innovative **sourcing strategies** to improve candidate engagement and streamline the recruitment process.
- Collaborated closely with **stakeholders** (hiring managers, project leads) to understand specific role requirements, ensuring that hiring needs were met within the defined timelines.
- Negotiated **salary packages** and benefits with shortlisted candidates, prepared salary cases, and presented them to stakeholders for approval.
- Conducted an **annual internal salary benchmarking process**, analyzing market data and comparing it with internal compensation structures to ensure competitive and equitable salary offers.
- Managed the **background verification process (BGV)** for selected candidates, ensuring compliance with organizational policies.
- Drafted detailed and accurate **offer letters**, following internal guidelines and external labor compliance.
- Coordinated with internal teams to submit **infrastructure requests** and ensure that all necessary arrangements were in place for new hires prior to joining.
- Acted as a key point of contact between the candidate and the company throughout the recruitment process, ensuring a seamless experience from offer acceptance to **onboarding**.
- Supported **US hiring processes**, coordinating with vendors and assisting in sourcing talent from international markets.
- Created comprehensive **hiring reports and SLA (Service Level Agreement) reports**, ensuring that all recruitment metrics were tracked, documented, and presented to senior leadership.

Technical Recruiter, (RPO) Executive81 HR Solutions Pvt. Ltd., Pune-Nov 2019 — Aug 2021

- Sourced candidates through social networking sites such as LinkedIn, proactively reaching out to top talent and building a strong candidate pipeline.
- conducted in-depth interviews to evaluate candidates' qualifications, skills, and cultural fit, ensuring alignment with client requirements and job specifications.
- Submitted CVs in a timely manner, ensuring that each submission met the allocation criteria and client expectations.
- Managed Recruitment Process Outsourcing (RPO) for a software firm, providing tailored recruitment solutions to meet their specific staffing needs and enhance their recruitment strategy.
- Executed recruitment across diverse domains, including Banking, Insurance, Healthcare, and Oil & Gas, demonstrating adaptability and expertise in handling varied industry requirements.
- Implemented innovative sourcing strategies to improve candidate engagement and streamline the recruitment process.

IT Recruiter, MIB Consultant, Mumbai (Remote)-May 2018 — Oct 2019

- Successfully managed the recruitment process for over 100 positions across India, reducing time-to-hire by 20%.
- Led initial interview rounds and collaborated with technical panels to ensure high-quality candidate selection.
- Enhanced candidate engagement through regular follow-ups and comprehensive onboarding support.
- Played a pivotal role in Pan India recruitment, adapting strategies to meet regional needs.

(IT-NON-IT Recruiter, SIRA Placement Consultancy (Pune)-Feb 2017 — Apr 2018

- Successfully managed the recruitment lifecycle for over 150 positions across IT and Non-IT domains, achieving a 98% fill rate.
- Collaborated with hiring managers to understand role requirements deeply, resulting in a 30% improvement in candidate quality.
- Led initial candidate screenings, improving the quality of candidates sent to final interviews by 20%.
- Enhanced client relationships through proactive communication and regular updates, leading to repeat business.

ACHIEVEMENT

- Received 'High Stress-High Effort' Award in 2022 for successfully managing multiple high-priority recruitment projects under tight deadlines.

Successfully closed 30 Java Developer positions at the executive level within one quarter, demonstrating efficiency and effectiveness in high-volume hiring.

- Streamlined hiring processes, reducing overall time-to-hire by improving organizational efficiency.
- Effectively managed internal job postings (IJP), resulting in a 15% increase in internal hires.
- Led Pan India hiring initiatives, filling over 200 positions across various industries, contributing to a client satisfaction rate.
- Provided tailored recruitment solutions for a software company, leading to a reduction in hiring costs.

CORE COMPETENCIES

- Full-cycle Recruitment
 - Stakeholder and Client Management
 - Interviewing and Negotiation Skills
 - Pan India Recruitment
 - Sourcing Strategies
 - Internal Job Posting (IJP) Management
 - Recruitment Process Outsourcing (RPO)
 - Candidate Onboarding Documentation
 - Social Networking for Recruitment
 - Client Relationship Building
 - Compliance with Company Policies
 - Offer Negotiations
 - Project Management Collaboration
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PERSONAL SKILLS

Date of Birth: 5th Oct 1986

Languages Known: English, Hindi, and Marathi.

Permanent Address: H13/844, Basant Bahar Soc, Niljyoti, S B Road, Pune

Marital Status: Married

