

# Vaishali Chhabra

Senior Recruitment Specialist with 7 years of experience, worked with Niche skills and have the understanding of hiring tools. Experience in Team-Handling. Focus on achieving individual and team's I targets. Technologies hired- Java Technologies, Embedded Technologies like C, C++, C#, Sharepoint, Microsoft Technologies, Mainframe, Cobol, Testing (Automation, UFT, ERP, VAPT, Neoload Performance & Manual), Cloud & BigData Technologies, Programming Languages, Web Designing, Database (Oracle DBA, SQL DBA, PL/SQL Developer), System Admin (Linux/Unix/Cloud Admin-Azure/AWS), Finance & Accounts Manager, Contract Management, Audit Manager, Compensation & Benefits Manager, MS Dynamics CRM, Operations & r, BFSI hiring- IAM, SAS, Cyber Security, Infrastructure Engineer, VAPT, Sales Manager (Kotak Bank & Oil & Gas)

## Work History

### 2021-05 to 2023-05 Senior Recruitment Specialist

*PeopleStrong Technologies, Bengaluru*

- Working on full life-cycle of recruitment. Supporting permanent staffing (Tech & Non-Tech hiring).
- Regular interaction with multiple clients or businesses and respective hiring managers to understand the demand situation and share hiring status.
- Developing and managing team of 6-8 members as direct reportees with a special focus on achieving annual self and team targets.
- Involved in Mid-Senior level recruiting and interacting with 5-7 top brands in the IT, E-commerce, Media, Banking & Finance, Insurance & Health care, Pharmaceutical sectors at any given time.
- Sourcing and screening of candidates' resumes through various job portals.
- Uploading profiles in clients' Taleo/ Recruiter-box/ Darwin-box (ATS).
- Organizing/scheduling interviews for shortlisted candidates.
- Informing candidates about the results of their interviews.
- Negotiating with the candidates on the offered salary.
- Candidates Engagement - Handling Post offer follow up with the candidates and closely and follow up with the offered candidates to maintain a low offer decline ratio.
- MIS Management - Preparing MIS Trackers, maintaining Databases & Dashboards to the Business Units on weekly, monthly and quarterly basis on hiring process.

### 2020-10 to 2021-05 Senior Staffing Specialist

*Affluent Global Systems, Bangalore*

- Involved in sourcing potential candidates from various online channels (e.g., social media and professional platforms like Naukri, Monster and LinkedIn)
- Involved in hiring for different domains in IT, E-commerce, Media, Banking & Finance, Insurance & Health care, Pharmaceutical sectors at any given time.
- Screen incoming resumes and application forms
- Interview candidates (via phone, video, and in-person)
- Provide shortlists of qualified candidates to hiring managers
- Send job offer emails and answer queries about compensation and benefits
- Collaborate with managers to identify future hiring needs

### 2019-08 to 2020-10 Senior IT Recruitment Consultant

*Colossal Systems, Noida*

- Leading a team of 3-5 recruiters
- Involved in training, mentoring the experienced and as well as trainee recruiters
- Recruiting all levels of job seekers temporary, contract, Contract to Hire, permanent in a wide range of industries
- Responsible for allocating the requirements, planning, and supporting them in terms of sourcing, screening, evaluating, interviewing, negotiating the rates and presenting the right kind of the profiles to the clients
- Evaluating the performance of the team on weekly basis and worked towards minimizing the gaps to meet the set targets.
- Conducted weekly and monthly meeting with the team members and provided corrective methods to overcome the loopholes / shortcomings found in everyday work.

## 2018-07 -2019-07 Senior IT Recruiter

### *Cogent Infotech, Noida*

- Taking the requirements from the Lead and understanding the client's requirements in detail which includes desired and mandatory skills required
- Sourcing profiles of quality and suitable candidates from the target companies through various Job Portals like Naukri, Indeed, Employee Referral, LinkedIn etc
- Screening candidates based upon the Technical Skills, Communication Skills and experience to ensure that their skills and experience are directly in line with the client's needs and expectations
- Scheduling the selected candidates for Technical discussion with the client as per the client's interest either Telephonic or In-person Following up with the client and candidates subsequent to candidate joining the organization and ensure the satisfaction of both the candidate and the client.
- Send productivity report on a daily basis and reporting to manager
- Responsible for tracking the offered Candidates until join the organization.

## 2018-01 to 2018-06 HR Recruiter

### *Brainwork TechnoSolutions, Noida*

Worked in staffing and recruitment consulting company. Identifying, interviewing, and recruiting IT personnel. Talent recruitment and acquisition professional with experience in developing and executing recruiting plans. Involved in recruitment process life cycle.

## 2016-01 to 2017-12 HR Associate

### *Payfront Technologies Private Limited, Noida*

Worked in Payroll Outsourcing Company Handling team of 20 members, involved in learning and development also. Handling reimbursement (expense) declaration process of the employees of clientele associated with the organization. Involved in internal recruitment.

## Education

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|----------------------|---|
| 2015-01 -<br>2017-01 | <b>MBA</b><br><i>Amity University - Noida</i> |
| 2014-01 -<br>2016-01 | <b>M.Com IGNOU</b><br><i>Noida</i>            |
| 2009-01<br>-2012-01  | <b>B.Com, DU</b>                              |

## Contact

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## Skills

Technical Recruitment, IT & Non- IT Recruitment, Team Handling, Permanent Staffing, Contract Staffing, Generalist Activities, Performance Appraisal Reports, Generate Offer Letters, Documents Collection, Application Tracking System, End-to-End Recruitment, Advance Excel, Data Analytics, Power BI (Self-learning), Training and Development, Client Management, Vendor Management, Salary Negotiation, Talent Acquisition, HRBP