



Mrs. PALLAVI RAUT THAKUR

Sr. HR Business partner

Address: Hadapsar, Pune.

Contact: +91 9049702940 / 8329110364

Email : pallaviraut@ymail.com

CAREER OBJECTIVE

I aspire to be a dedicated and creative motivator, possessing a strong ability to learn new concepts and acquire knowledge. I am enthusiastic about working effectively both as an individual and as a part of a team.

SYNOPSIS

I am a result-driven HR professional with more than 10 years of experience in recruiting, talent acquisition, and account management at John Deere Technology Center as an RPO (Recruitment Process Outsourcing). My diligence and positive outlook enable me to work effectively under pressure. My primary focus is on building and maintaining strong networks of both active and passive candidates and clients. I strive to establish a solid reputation for working with clients and candidates in a professional, fair, and transparent manner.

PROFESSIONAL EXPERIENCE

Current Employer:

Company Name – RPO in Ernst & Young Global from Feb – 2022 to till date.

Designation – RPO: Sr. HR Business partner.

Roles and responsibilities-

- I am currently responsible for hiring in the areas of technology, strategy, and languages.
- I oversee the entire recruitment process, including developing and implementing recruitment strategies. I also manage the recruitment team and ensure that the organization hires the best talent available.
- Responsible for identifying and sourcing candidates for open positions. This includes reviewing resumes, conducting interviews, and evaluating candidates to determine their qualifications and fitment for the organization.
- Drafting salary breakup sheets, considering the current salary components. Additionally, I negotiate with candidates and release offer letters after mutual consent, following the approval process as per the matrix. I also ensure that there is salary parity among employees of the same band and level.
- I am also responsible for managing the logistics of the recruitment process. This includes scheduling interviews, coordinating with candidates, and ensuring that the entire process runs smoothly.
- I interact with candidates to assess their interest and suitability for the requirements. I also conduct periodic follow-ups with candidates who have been offered positions to ensure smooth progress in the hiring process.

- I utilize my significant business knowledge and subject matter expertise to contribute to the execution of the staffing strategy. This includes activities such as talent attraction, hiring, relocation, and managing the contingent workforce.

Previous Employer:

Company Name - RPO in John Deere Technology Center Pvt ltd. From Aug 2017 to Jan 2022

Designation – RPO: Sr. HR Business partner.

Roles and responsibilities-

- Managing John Deere Technology and Embedded hiring.
- Building and maintaining relationships with hiring managers within the business and sub-region and developing relationships with key decision-makers at each business unit level.
- Driving and overseeing the achievement of hiring targets for the Business Unit, including time to fill, cost per hire, hiring manager, and candidate satisfaction.
- Applying significant business knowledge and subject matter expertise to execute the staffing strategy, encompassing talent attraction, hiring, relocation, and managing the contingent workforce.
- Conceptualizing and planning selection methodologies and processes to align with changing organizational requirements and implementing and managing hiring strategies.
- Maintaining an effective Management Information System (MIS) reporting system and conducting weekly reviews with each Business Unit to provide updates on the hiring status.
- Managing the complete lifecycle of the recruitment process, from requisition initiation to sourcing (via web portals, referrals, consultants, databases, etc.), initial technical screening, setting up interviews with functional/operational panels, accepting offers, and facilitating final joining.
- Drafting salary breakup sheets considering current salary components, negotiating with candidates, and releasing offer letters after mutual consent, following the approval process as per the matrix. Also ensuring salary parity among employees at the same band and level.
- Conducting market intelligence surveys to gather insights on competitors.
- Interacting with candidates to assess their interest and suitability for the requirements and conducting periodic follow-ups with offered candidates.
- Coordinating with vendors for the final placement of candidates and closing positions within defined turnaround time (TAT).
- Completing the recruitment process flow on the Talent Center "John Deere Staffing Tool," which includes utilizing HackerEarth tests and conducting background verification.

Worked with Datacore Technology/Alp Consulting. As a Sr. Technical Recruiter (IT & NON-IT)

(September 2015 to Aug 2017)

Worked with Eyeglobal Technologies Pvt Ltd. As Recruitment Resource.

(March 2014 to September 2015)

Worked with Adecco India Pvt. Ltd. As Recruitment Consultant.

(October '12 to December 2013)

Job Profile –Roles and responsibilities:

- I have been involved in end-to-end IT and non-IT recruitment cycles, overseeing the entire process from screening and shortlisting to mapping candidate skills with requirements and final placement.
- Understand client requirements and identify the primary skill set needed. Screening and updating the existing database pool of candidates.
- Sourcing candidates through screening, searching, and assessing relevant CVs from databases and portals.
- Scheduled and coordinated telephonic and personal interviews between clients and candidates.
- Regularly followed up with both clients and candidates throughout the recruitment process, including after their placements.
- Conducting client meetings for follow-ups and building strong relationships.
- Possessing a solid understanding of IT technologies such as ETL Tools, Databases, SAP ERP, and AWS cloud-based requirements.
- Extensive experience in non-IT technologies, including Engineering, Manufacturing, Oil & Gas, Automation, Automotive, and Chemical industries.
- Proficiency in handling senior super niche positions.
- Demonstrating a good understanding of both IT and non-IT requirements and being able to work under pressure and multitask effectively in a fast-paced environment.

ACADEMIC RECORDS

- **MBA** (Major Marketing and Minor HR) completed First class from PRMITR, Badnera, Amravati University in 2010.
- **B-COM** (Aggregate percentage) From Vidyabharti College, Amravati, Amravati University in 2008.
- **H.S.S.C.** from Amravati, Maharashtra State Board in 2005.
- **S.S.C.** from Amravati, Maharashtra State Board in 2003.

PERSONAL DETAILS

Husband Name	:	Mr. Yashraj Singh Thakur.
Date of Birth	:	24 th November 1987
Marital status	:	Married
Languages Known	:	English, Hindi & Marathi.

I consider myself familiar with the related technical aspects, and I am confident in my ability to work effectively in a team. I hereby declare that the information provided above is true to the best of my knowledge.

Date:

Place: Pune

[PALLAVI RAUT THAKUR]