

MEENU CHAUHAN

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Career Objective

A motivated, results-focused Human Resources professional, seeking an opportunity to utilize expertise, skills, and education to contribute to employer objectives, profitability, and success for a company offering potential for challenge and growth.

Professional Background

7+ years of experience in Recruitments

Accenture India Pvt Ltd

24th March2021 -Till date

(Joined as a contractor and converted as permanent employee from 11th April 2022)

Recruitment Analyst (SME)

Extensive experience in Bulk hiring:

- Develops, facilitates, and implements all phases of the recruitment process.
- End-to-end recruitment using various process to fulfil candidate needs and onboard the candidate into Accenture.
- Understanding & analyzing job description based on skills sourcing the right candidates for right job.
- Involved in gathering BGC report to onboard the candidates.
- Discussing offer with candidate and provide them better hike to fulfil their dreams.
- Involved in Background verification and employee file management.
- Tools experience like MS Excel, outlook, internal software like Abacus.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, Client, and the needs of the Project.
- Schedules interviews; oversees preparation of interview questions and other hiring and selection materials.
- Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders.
- Handling Team of 3 contract recruiters

Journey Routers : SME(HR)

Nov 2017 - March 2020

Key Responsibility Areas

- Managed hiring process (job requisitions, skill set matching, headhunting, networking, and screening) and the interview process, references and salary negotiation.
- Oversaw the new employee process after hire, and practice effective employee retention strategies.
- Consistently maintained a database of qualified and available candidates.
- Directly supervised a team of recruiters.
- Coordinated all departmental travel arrangements and expense reports
- Recommended appropriate resolutions to employee relations concerns and handled disciplinary issues and investigations of misconduct.

John Keells Bpo Solutions:

March 2014– April 2016

- Interview: HR assessment done for the shortlisted candidates to check their availability and discuss the requirement mapping with the skill & competencies required with the right expectation setting.
- Client interaction & client Management.
- Negotiate compensation as per salary slabs and submit profiles to account managers.
- Response Tracking & Reporting and Retention:
 - Regular reporting, response management & coordination, on-boarding and retention.
- Employee Referral Program: Maintaining the low cost ratio involved in hiring by pulling maximum numbers through internal referrals.
- Vendor Management: Hiring through consultants and other channel partners.

Organization : John Keells BPO Solutions Pvt. Ltd

Duration : 5th July 2012 - 25th July 2013

Designation : Sr. Associate

Job Description : Provide technical subscription to computer related issues.

QUALIFICATION

- MBA with Human resource management from **Business institute of management College Shimla (HP) from Sikkim Manipal Univ.** in 2011.
- Arts graduate from **St. Bede's College Shimla (HP)** in 2009.
- Passed higher secondary from **DAV Sr. Sec Public School (HP)** in 2006.
- Passed high school in 2004 from **Monal Public School Shimla (HP)**

TRAINING SUMMARY

Worked as a HR-Management Trainee at Altruist technologies Pvt. Ltd (Aug, 10 – Oct,

10) Responsibilities:

- Documentation of the new joiners
- Arranging the induction program for the new joiners
- Maintaining the attendance of the employees
- Maintain the records of employees
- Track the daily attendance of the employees
- Assisting the HR manager with other HR activities

Personal Background

Address: # 75 Reliable Tranquil 4th Cross Road HSR Extension Bangalore 560102

Languages: English, Hindi

Date of Birth: 16th June 1988

Marital Status: Married

Meenu Chauhan