

SHWETA CHAURASIA (Can join immediate)

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COMPETENCIES

Talent Acquisition

Leadership Hiring

Social Media Hiring

ATS – Taleo and Workday

Stakeholder Management

Team Leading

Vendor Management

Campus Hiring

Team Management

Market Intelligence

Onboarding

Client Management

Talent Mapping

Data Management

SYNOPSIS

- Connecting top industry talent to best of technology has been an integral part of my journey. Experienced Talent Acquisition Specialist with over **12.7 years'** experience. Working with top talent community in IT world has bolstered my connection with talent network immensely.
- Possess experience across levels hiring for IT Organizations /E-Commerce and Digital media domain/ Manufacturing/ Electrical/ Finance / Infrastructure/ Telecom / Mechanical domains with Team Management, different HR functions and complete Talent Acquisition cycle. currently working in the capacity of Lead- Talent Acquisition with **MasterCard** since June 2021.

NOTABLE ACCOMPLISHMENTS

Achievements:

- Received rewards and appreciation from Stakeholders for closing critical leadership roles.
- Received Achiever's Award - Drive for results at Dentsu World services.
- Received Monthly Award - Above and Beyond (Team) for month of April 2020 at Isobar World services.
- Certified Hristech Recruiter.
- Rewarded for accountability of stakeholders at Eaton.
- Star Performer of the month at SA Technology.
- Spot Award for the closing of niche position at SA Technology.
- Certificate of appreciation from Charter Global.
- Rewarded from the clients for closing the Niche positions at NCS Computech

ORGANISATIONAL EXPERIENCE

June'21 – May'23

Mastercard, Pune as Lead – Talent Acquisition

- **Stakeholder Management:** Responsible for end to end hiring for 15-20 stakeholders across verticals.
- **Workday:** Handling end to end candidate hiring process through Workday.
- **Review meetings:** Accountable for hiring review meetings and reporting weekly / biweekly basis.
- **Diversity hiring:** Potentially hired female candidates for various special projects
- **Executive Search:** Responsible to close leadership positions for different verticals.
- **Social Media hiring:** Hired top talents through social media
- **Drive Management:** Conducting interview drives frequently to keep track record of the offers
- **Vendor Management:** Managing different vendors for different levels of hiring
- **Data Management:** Weekly reports, Monthly reports, keeping all reports and trackers up to date
- **Offered candidate management:** Keeping all offered candidates on track and keeping back up ready if in case of any red flags.

Jan'19 – June 2021

Dentsu World Services, Pune as Sr. Recruitment Executive

- **Talent Management:** End to end recruitment lifecycle including Social Media Hiring, Leadership hiring, Lateral hiring, sourcing, scheduling, salary negotiation, releasing offer, offer approvals, onboarding.
- **Niche Hiring:** Responsible for closing niche and leadership roles.
- **Stakeholders Management:** Handling complete BU hiring and responsible for review meetings.
- **Offer Management:** Salary negotiation, offer approval, Offer release.
- **Onboarding and Orientation:** Onboarding of the candidates.
- **Post Offer Employee Engagement:** Keeping offered candidates engaged till they join the organization.
- **Vendor Management:** Managing different vendors for respective requirements.
- **Campus Hiring:** Responsible for campus hiring from different colleges and other institutes.
- **Team Management:** Handled two Sourcing Executive and three RPO under me. Assigning the requirement, guiding them whenever required.
- **Data Management:** Maintaining weekly data, monthly data. Taking care of hiring review meeting with stakeholders and VP.
- **ATS:** Working on Workday for new hires ID generation and employment details.

Feb '17 to Nov'18

Eaton Technology Pvt Ltd, Pune as Sr Talent Acquisition

End-to-End Recruitment, Stakeholder Management Market Intelligence and Team Management:

- Managed the End-to-End Recruitment process - Preparing a hiring plan, Kick off call with stakeholders, Hiring through multiple channels, Screening of profiles, shortlisting suitable candidates for interview, coordinating interview process, Offer Negotiation
- Set up and implemented SOP for Leadership hiring across verticals.
- Responsible for all IT and Electrical division hiring along with leadership hiring across verticals.
- Maintained all recruitment process activities on **ATS -Taleo**.
- Responsible for weekly and monthly review calls with the stakeholders.
- Implemented 2 internal projects - Drive Management and TAC Audit.
- Recommended by head of recruitment to give training on sourcing team for sourcing and screening strategies.
- Made report on Market Intelligence for Software hiring – Lighting division.

Mar'16 to Jan '17

SA Technology, Pune As Sr. IT Recruiter

End to End Recruitment

- Responsible for executive Search to recruit market leading talents from Manufacturing, IT Industries, Banking and Finance organizations.
- Sourcing channels used - different portals, social networking sites, database and referrals
- Responsible for making recruitment plans to ensure timely delivery.
- Mentored 3 recruiters under me for understanding of the requirement and sourcing.
- Managed recruitment process from start to end. Even after joining of the candidate, get in touch with joined candidates weekly/monthly basis to discuss if any potential issues and to build strong network and generate referrals.

Client Management

- Biweekly meeting with clients for follow-up of existing requirements and to get new requirements
- Review meeting with the clients and taking care of SOW.

Employee Engagement

- Arranged yearly outings, birthday celebrations.
Festival's celebrations, Quiz contest
- Introduction and on boarding to new joiners
- Joining Formality, documentation.

Sept '14 to Jan '16

Charter Global, Pune as Sr. HR Executive

End to End Recruitment and Team Management:

- Planned human resource requirements in consultation with head of different technical & operational verticals and getting requirement clarity for the required role.
- Managed the complete recruitment life cycle to source the best talent from diverse sources for permanent and contract hiring.
- Designed Job Descriptions for requirements in consultation with heads of different divisions.
- Salary Negotiation with candidates.

Induction & Joining Formalities

- Introduction of the company to New joiners and explaining company's policies
- Joining formalities and documentation.

Employee Engagement and Team management.

- Arranged yearly outings, family day, work anniversary, sport events and festival gathering in the company.
- Team activities, team building games.
- Handled team of 2 recruiters – Mentoring for sourcing and guiding for client management.

Training & Development

- Identified training needs across levels through talent mapping
- Organized different training programs as per the training needs. Prepared training calendars and conducted the same

June '10 to Aug '14

NCS Computech, Pune as Sr. IT Recruiter

Executive Search:

- Handling IT requirements for various skills across, Technologies for Permanent & Contractual hiring.
- Tapping the different sources of potential talents by analyzing JD/ required skills /technology and sourcing the right applicant through various channels like Naukri, Monster and networking sites, Mass mail, Job posting,
- Employee referrals, Networking, existing databank.
- Conducting the preliminary telephonic interview to understand candidate's technical fitment and communication skills.
- Responsible for the coordination with the clients and candidates for feedbacks for conducting next level interviews and completing the selection process.
- Conducted Training programs, sourcing Trainers, conducting trainings, follow up and feedback for the same.

Induction & Joining Formalities

- Presentation of company overview, HR functions, admin work
- Documentation from all offered candidates for the joining process.

INTERNSHIP

HR Project (45 Days) Force Motors, Akurdi, Pune

Finance Project (45 Days) Force Motors, Akurdi, Pune

EDUCATION

- MPM (Masters in Personal Management) from Pune university, First class, year 2010
- PGDM – Finance (Autonomous) from Sinhgad Institute of Management (Pune), First Class, Year 2010
- BSc from APS University (M.P.), First class, Year 2007

PERSONAL ATTRIBUTES

- Strong interpersonal and analytical skills
- Team Player
- Can-do attitude
- Having root cause analysis approach
- Aptitude for learning

Shweta Chaurasia