Sneha Bhajan

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Core Competency in HR

- Dynamic, result-driven professional with over 8 years of extensive Recruitment experience in lateral hiring with Corporates & Consulting at an Individual contributor capacity with strong aptitude for quick learning within new environments.
- Hands-on with complete recruitment life cycle management, technology hiring, stakeholder management, and vendor management.
- Skilled in niche recruitment including Leadership/ Senior & Middle management level roles in technology and non- technology.
- Capable of adopting consultative, influencing, facilitative & collaborative style of work to maintain outstanding customer/partner/stakeholder relations.
- Acting as the TA lead and Individual Contributor in the hiring process for the Financial Services
- Expertise in setting up the high-performance recruitment process, recruitment systems, and need-based workflows.
- Excellent abilities in building a strong rapport with prospective employees even after selection, ascertaining their commitment to join the organization.
- Proficiency in managing recruitment data, trackers, metrics, reports, and analyses according to current and future needs.
- Successfully hired and trained talent acquisition specialists and managed them towards reaching the recruitment targets.
- Well-versed in implementation of need-based sourcing strategies, cutting-edge tools, and recruitment methodologies.
- Preparing Market Intelligence, Data Analysis / Trend Analysis, Manpower Planning, Recruitment Strategy, Company /Competition Mapping, Executive Hiring, E-Recruiting, Head Hunting, Professional Networking.

Professional Experience:

Capgemini (Buzz work PVT LTD)	Talent Acquisition consultant	June 21 – Till Date

Roles and Responsibilities:

- Part of End-to-End Recruitment delivery team of Executive and Leadership hiring.
- Recruiting for Niche Skill for different Executive and leadership Level hiring for IT and Non it Skill like Finance and Banking, Manufacturing and Engineering technology industry.
- Working on Success Factor tool for Hiring and Demand and Supply management for end-to-end Recruitment update and activity.
- Leading the team members with guidance and support with their daily activities to get the work done in the shortest TAT
- Updating to BUs the market pool report for the new technologies & niche skills.
- Demand/Job description discussion with the BUs to forecast the quantity and quality of the requirements.
- War room: weekly meeting with business to identify critical demands for prioritizing fulfilment of requirements.
- Own Recruiting & sourcing strategy and provide appropriate direction to the team.
- Collecting of feedback from Panels of the interview scheduled, offer negotiation, and offer release for the shortlisted candidate.
- Furthermore, activity prior and post of joining of the upcoming joiners as in clearing external / internal in-suff., Buddy connects etc.
- Track, report, and mange metrics that would represent the quantitative and qualitative productivity of the team on a periodic basis.

- Responsible for managing stakeholders and Vendors.

Skills Overview:
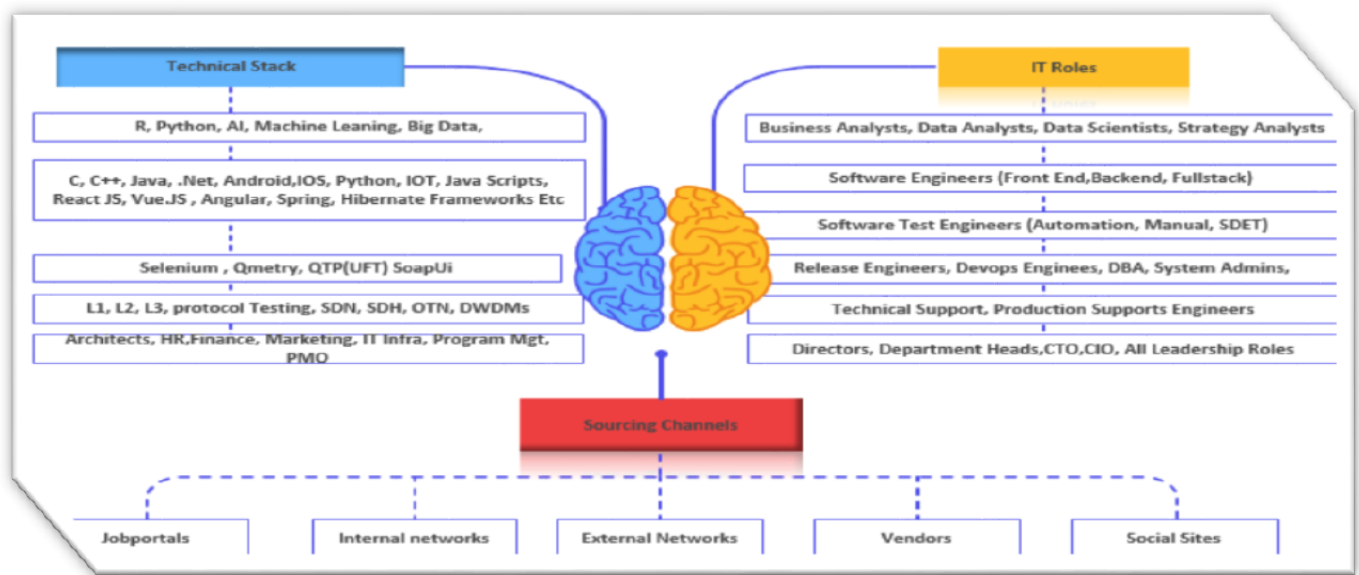
Hashbyte Studio	Asst. HR Manager - Talent Acquisition	Jan 2020 – Mar 2021

Roles and Responsibilities

- Responsible for all types of hiring (IT/Non-IT).
- Handled End to end recruitment from sourcing candidates from various channels and scheduling interviews, offering negotiation, Maintaining reports until on-boarding.
- Assist in performing reference and background checks for potential employees.
- Documented all hiring made, metrics of employees and associated reports.
- Managing employee related issues and concerns as well as for vendors.
- Scheduling interviews and screening, working directly with candidates and hiring managers.
- Social Networking, formal/informal networks, colleges, directly and indirectly attract talent.
- Determined appropriate recruitment procedures and maintained good relations with candidates and stakeholders.
- Understanding the business group hiring needs. Understand the recruitment needs of internal Departments, specific job profiles and person specifications in terms of knowledge, skills and other traits required of various jobs & prepare the job description.
- Maintain all pertinent applicants and interview data in the Human Resources Information System (HRIS)
- Working on **JIRA for** Hiring and Demand and Supply management for end-to-end operational update and activity.
- Coordination with Panel for Interview and feedback.
- Recruiting for Niche Skill for different lateral levels.

Arya Risk Management (EPIC Trading System)	HR Manager	Dec 2017 – Dec 2019

Roles and Responsibilities:
- Involved in end-to-end recruitment cycle for IT, starting from sourcing of resumes till offer generation and post offer follow up with the candidates.
- Recruiting for .Net Developer, Java, IOS Developer, DBA, Sales & Marketing, Business Developer, Quantitative Analyst.
- Translate company goals to individual goals and align efforts and outcomes.
- Own sourcing strategy and provide appropriate direction for the sourcing team.

- Sourcing of resumes through Active channels (Like Naukri.com, Monster.com etc.) and Passive channels (Like Linkedin.com, Facebook.com, Google Search Engines etc.) to build strong pipeline of technical resources.
- Involved in salary negotiations and ensuring delivery of consultants confirmed on projects.
- Arrange the induction for the new joiners.
- Talent Management and employee Retention
- Maintain and Updating Master sheet (all employees' detail) time to time
- Fulfill all the formalities of the joining (Joining report, required documents from the new employees.)
- Resignation and exit processes.
- Annual Appraisal ensuring data verification exercise, appraisal orientation
- Handling Attendance and Leave Management.
- Prepare Monthly employee attendance report at the end of the month for account department.
- Calculate and ensure that salaries are done on time and salary related
- Issue of employees is resolved by management on time.
- Rewards and Recognition: ensuring nomination of the monthly, quarterly and annual awards and finalization of winners through management team.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Negotiating and closing offers at the defined company ranges.
- Mediator between management and employees.
- Handling Compensation & Benefit related issues.
- Handling Grievance
- Drive Employee HR Engagements and roll out new initiatives
- Preparing monthly projection reports.

OCMC JOBS Pvt. Ltd	HR Executive	Aug 2015 – Dec 2017

Roles and Responsibilities:
o Handling recruitments for different Sectors for IT and NON- IT e.g., IT (Developers, Tester, Architect), marketing & sales, HR, Broking, Finance & Banking, Manufacturing, Tours & Travel, Engineering, Telecom, Retail, Media, etc.
o Screening Short listing and sourcing the prospective candidates fromdatabase & job portals and various sourcing channels.
o Coordinating scheduling the interview, organizing interview &follow up.
o Understanding the requirement received from the clients
o Contacting the prospective candidates through mail/telephone forinitial validation on the basis of their skill set, communication, experience, expectation, availability etc.
o Taking care of interview line up and prepare interview schedule forshort listed candidates
o Periodic follow ups are made to ensure the candidates take theinterview call
o giving interview feedbacks to the candidates
o Follow up on the selected candidates and ensure their joining date.
o Handling Skill Development Projects from Tender Submission toPlacements of Students.

Professional Educational:

1. Post-Graduated in (MBA): Guru Nanak Institute: Rashtrasant Tukdoji Maharaj Nagpur university - 2015 – 78%
2. Graduated in (BCCA): Raisoni College: Rashtrasant Tukdoji Maharaj Nagpur university Nagpur University -2012 – 68%

Declaration:
I hereby declare the information furnished above is true to the best of my knowledge.

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Sneha Bhajan