

Rupali Ruikar

Recruitments and HR

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Preferred Location: Open to work in all locations.

Preference: Open to work in any domain

Total years of experience: 10+ years

Immediate Joiner

Profile Snapshot

- A goal oriented professional with **MBA in Human Resources** with proven ability to manage the complete **Recruitment Life Cycle**.
- Worked closely with **Multicultural** IT hiring for technical Requirements, Business analyst, etc.
- Develop and maintain working relationships with Managers within the business areas to provide assistance with recruiting needs, job vacancy, specifications, and to make recommendations on optimum sourcing channels. I have always been a people person and the one mediator between the management and the employees to make them fulfill each one's need for the progress of the company.

Professional Experience

Assistant Manager-I in CitiusTech Healthcare Technology

4th Oct'21 till 28th April 2023 (End-to-End IT Recruitments on Applicant Tracking System- ATS- MYNextHire)

Company URL: www.citiustech.com

About the Company:

- Leading provider of consulting and digital technology to healthcare and life sciences companies.
- 7500 employees spread worldwide.
- 130 clients in USA based organizations.
- Awarded with the Great workplace to work for 10 consecutive years.
- A 450-million-dollar revenue company.

Core responsibilities:

- Managing lateral hiring process across grades for various markets (Domestic and International)
- Understanding the ask from the user departments and mapping candidates by means of job boards, social media, employee referrals and other prominent network events.
- Regular coordination with the hiring managers plus other stakeholders to understand the fitment plan and to take action accordingly.
- Managing the complete recruitment lifecycle for a prospective candidate.
- Building a cohesive relation with the hiree and all the members involved in the process so as to give them a enriching and pleasant experience.
- Conducting HR Interviews, seeking compensation approvals and extending job offers to selected candidates.
- Managing the onboarding process.
- Dealing with additional responsibilities like daily tracking of interviews, final selects, new joiners etc.
- Hands on experience with the ATS tool, MyNextHire

EXECUTIVE SUMMARY

CORE COMPETENCIES

Multi-Tech recruitment and internal recruitment
Building Talent pools
Building strong referral networks
Database creation and Maintenance
Candidate and LinkedIn Recruitment

POSITIONS WORKED ON

Tester (Manual, automation, Performance) | Full stack| Java | Front End | Back End | PHP | Android | iOS | Network Engineer | DevOps | PL/SQL | Oracle | Teradata | IT Project Manager | Business Analyst | Designer | Service Desktop | UX/UI | Support Engineer | node js/ .net/Java/ Solution Architect/ Associate Delivery Lead/ DL's/ AVP/ VP.

DOMAINS WORKED ON

Telecom/Mobile/ Healthcare

HR Manager

Feb'16 – Sept'21 [over 5 years in the same company]

<https://www.skycore.com/>

<https://www.id123.io/>

<https://www.codereadr.com/>

Skycore is passionate about empowering people to make an impression through individually meaningful, personalized physical products. Skycore is a Boston-based mobile services company with an office in Thane, Maharashtra. Our mobile marketing platform (<http://www.skycore.com>) & (<https://www.codereadr.com/>) enables brands to market and advertise to their customers on mobile devices via SMS and MMS.

Prime Responsibilities:

- Managing the entire recruitment life-cycle for Skycore India right from Requisition In-take, Sourcing, Scheduling, coordinating interviews, Offer Negotiation and Pre-on Boarding Formalities against a timeline.
- Implementing Interview Process, Job description and pre-joining events and post joining, onboarding formalities.
- Sourcing the best talent from diverse sources like Social Networking sites, Employee Referral Programs, Job Portals like Naukri, Shine, Monster after identifying manpower requirement.
- Handling Mid- Senior and Junior level recruitment and seniors.
- Working closely with Managers to drive the recruitment strategies
- Creating offer letters of employees, increment letter, PMP letter, Warning letters, appointment letters, promotion letters, etc.
- Taking care from the time the employee joins in till his exit.
- Giving input to the accounting team for salary, salary was not calculated but inputs were given
- with respect to performance allowance and variable pay or post increment.
- Tracking Joining bonus or Retention Bonus and buddy referrals to be paid out to referrers.
- Taking care of the recreational facility.
- Handling the queries with consultation of the management.
- Maintain a cordial relationship with all the employees so that their problems are heard and solved there and then to maintain retaining them for long.

HR Analyst – Accenture, Mumbai

May 2007 to November 2007

Responsibilities:

- Involved in end to end BPO environment lifecycle.
- Doing one on one's with all the employees across levels of experience.
- Training the employees in various programs coming in Accenture.
- Candidate management and engagement throughout the process.
- Maximize the satisfaction and monitor the exact need of the client's requirement and provide them with the reports of how the employees are going through in the process.
- SPOC for Employee engagement.

HR Executive–Grey MatterIndia Technologies Pvt.Ltd.

May 2004 to April 2007

Recently the company has been taken over by Idhasoft

Responsibilities:

Hired for multiple position for the tech division

Job Profile:

- Involved in end-to-end IT Recruitment lifecycle.
- Good experience in hiring diversity candidates.
- Sourcing profiles for niche requirements and vanilla skills across levels of experience.
- Screening CV as per the Job description and identifying the right candidates for the requirement.
- Probing candidates on their technical areas to validate match as per the requirement.
- Candidate management and engagement throughout the process till he/she gets on-board.
- Client management – from requirement gathering to invoice clearance. Maximize the satisfaction and monitor the exact need of the client's requirement and provide them with the right candidates per their need at the right time
- SPOC for Key Accounts for Sourcing IT Resources.
- Job posting for every requirement received from clients in various job portals.
- Sourcing relevant candidates from Internal databases, Job portals like Naukri and Monster India.
- Initial screening of relevant candidates as per job requirements and submission of shortlisted profiles.
- Following up with client to screen resume and get shortlisting from them.
- Schedule shortlisted candidates for interview process like personal, Skype, telephonic, webcam.
- Coordinating with clients & Candidates after interview till the selection.
- Following up with candidates for Offer negotiation and close the position till he joins the company.

Trainee Recruiter–HSBC GLT in Pune for 3 months in IT recruitments on contract while pursuing my Masters.

Educational Qualifications
<ul style="list-style-type: none">- MBA, (Human Resources) from Sinhgad Institute of Management (Full time)
Other Skills
<ul style="list-style-type: none">- Able to professionally work with confidential and sensitive data- Writing and communication skills to provide effective HR role in the company- Proficient in MS Word, basic Excel.- Eager to learn new technologies and systems.
Personal Details
<p><i>Date of Birth:</i> 30th Jan</p> <p><i>Languages known:</i> English, Hindi & Marathi</p>