**Rupali Sawant Email** [**Id:**rupali032015@gmail.com](mailto:rupali032015@gmail.com) : 7045357085

# Objective

To acquire professional competence in the field of Human Resource while contributing to the growth of the organization through my innate passion for this field coupled with ability to deliver the best.

# Summary

* **10+ years of** work Experience **in Non-IT/BFSI Recruitment.8**
* **Good in developing/acquiring various domain knowledge**/ profile expertise/ understanding to hire the best suited talent.
* Strong skills with proficiency at grasping new concepts quickly and utilizing the same in a productive manner.
* Participate in a variety of recruitment activities so that the organization’s recruitment process is efficient, effective and equitable.
* Strong Knowledge on multiple Interned Job boards, Networking, Industry mapping and references.

**Work Experience**

**Willis Towers Watson (on RPO payroll of Taggd Consultant)**

**Duration: Aug 2022 – till date**

**Designation: Recruitment Specialist (Non IT)**

**TalentAhead India Pvt Ltd**

**Duration: July 2016 – March 2018 (Team Leader) April 2018 – May 2019 (Associate Manager)**

**Job Responsibilities: Retail Banking Recruitment.**

**RiverForest Connections (HRFolks Consulting Pvt Ltd) Designation:** Consultant

**Duration:** Nov 2012 – March 2016

# Job Responsibilities:

* Worked for **MNC Investment Banking & Financial Clients**.
* Involved in entire recruitment process.
* Understanding the requirement of the client.
* Prepare Job Description as per the client requirement and post jobs to different job portals.
* Source and attract candidates by using job portals & social media etc.
* Screen candidate’s resumes and job applications based on Job descriptions.
* Discussing job requirements with applicants.
* Developing a pool of qualified candidates in advance of need to avoid any criticality of projects
* Assess applicants relevant knowledge, skills, soft skills, experience and aptitudes
* Act as a point of contact and build influential candidate relationships during the selection process
* Efficiently and effectively filled open positions within time limit.
* Maintain MIS / Trackers / Status reports through recruitment portal.
* Handled multiple Junior, Middle & Senior level assignments.

# Worked with IT Source India Tech Pvt.Ltd, Mumbai (IT Outsourcing Company) Designation: Resource Executive

**Duration:** Feb 2010 – Sep 2010

# Job Responsibilities:

* Handled the complete **Recruitment** Life Cycle.(IT Infra positions for Wipro)
* Excellent skills in Job Portals search.
* Understanding the client’s **recruitment** requirements.
* Sourcing of relevant candidates through executive search, networking & references for requirements of clients.(mainly hardware, networking profiles)
* Initial screening and subsequent short-listing of candidates for further interviews with the client.
* Evaluating the candidates resume according to the Client job profile requirement.
* Preparing shortlisted status & summary and send it to the client.
* Mailing the candidates CV to the client for final selection.
* Arranging & Coordinating the client interview in documentation i.e. registration, final selection report, and mailing all the reports.
* Providing the client with relevant and quality candidates within the stipulated timeframe.
* End-to-End coordination of interviews from client and candidate side, worked as a SPOC.
* Follow up the candidates as to their joining dates & joining formalities.
* Maintaining & Enhancing Database.
* Preparing and maintaining MIS.
* Involved in candidates reference checking, preparing Offer letters and other Joining Formalities.

**Worked with Apar Resources (Mumbai) from 1st September 2008 till 18th Feb 2010 as a Consultant.** Apar Resources is leading HR Consulting Firm in Mumbai, provide professional placement and talent search services and has built up a reputable client base of large and medium corporate from Banking, Engineering, Information Technology etc. across India.

# Job Responsibilities:

* + Was involved in complete **Recruitment Cycle** this would involve assessing the candidates' technical skills, communication skills, willingness to relocate, interest towards the profile, academic background, understanding their current role and also checking their current compensation break-up before putting them forward for the further discussion.
  + **Coordinating with Head of Department** for interviews, receiving their slots and scheduling the same in a well-organized manner.
  + Maintaining Weekly Monthly MIS (offer status, interviewer slots)
  + **Providing value-added feedback** to the candidates
  + Being in touch with the candidates and maintaining good rapport with them.
  + Handled Recruitment for Pan India Basis for Turn Key Project of Clients.
  + Provide detailed entry of all information and tracking of candidates in database.
  + Worked on Skills Sets like Network Admin, Linux Admin, Java/J2EE Development, SQL DBA, on (.net) technology such as vb.net,c#.net, asp.net,asp.
  + Worked on SAP-XI,SAP-EP,SAP-BASIS,SAP-SECURITY,SAP-ABAP And all technical and functional modules (**FI/CO,HR,PP,PM,WM,BW,SD,MM,webdynpro,workflowetc**)
  + Also working on Information Technologies like window/Linux server, ITIL Process, Oracle application technical and functional requirements.
  + Having experience in Non-IT Profiles like Sales Manager, Admin Executive, Marketing Manager, Store Manager, Merchandiser, Test Administrator,Admin Manager, Supply Chain Manager, Merchandiser etc.

**Educational Details**

# Graduation Details: B.com. From Mumbai University in 2005.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam Name** | **Name of**  **University** | **Year of Passing** | **Marks**  **Obtained** | **Percentage** |
| **S.S.C.** | **Mumbai** | **March 2000** | **534/750** | **71.20%** |
| **H.S.C.** | **Mumbai** | **Feb 2002** | **446/700** | **74.33%** |
| **T.Y.B.com** | **Mumbai** | **March 2005** | **462/700** | **66%** |

***Post-Graduation Details: MBA (HR & Marketing) (Passed with A Grade) in 2007***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester** | **Name of**  **University** | **Year of Passing** | **Marks Obtained** | **Grade** |
| **1st** | **Sikkim-Manipal** | **Jan 2006** | **679/800** | **A** |
| **2nd** | **Sikkim-Manipal** | **Jan 2007** | **668/800** | **A** |
| **3rd** | **Sikkim-Manipal** | **July 2007** | **536/800** | **B** |
| **4th** | **Sikkim-Manipal** | **July 2007** | **699/800** | **A** |

***Successfully completed HR course from Ajax Management.***

**Personal details**

Sex : Female

Date of Birth : 11th Jan 1985

Languages Known : English, Hindi, and Marathi

Location : Miraroad, Thane 401107

**(Rupali Sawant)**