

Rutuja Pawar

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Professional Profile

HR Professional with 6+ years' experience, and with an interest in building and maintaining the most effective workforces possible.

- 6+ years of experience with 4.5 years in Talent Acquisition, also shared few HR generalist functions like on-boarding and exit.
- Built HR dept. for RASA LSI from ground up.
- Offer to joining ration above 80% throughout.

Awards

Organizational Awards:

- Team Award - E2open Software Oct 2019.
- Spot Award - E2open Software - May 2019.
- Performer of the Team - Intelliswift Software Inc., - Sep 2017.
- Out of the Box Award - Team GAP - Intelliswift Software Inc., - Apr 2016.
- Star Performer Award - RASA Life Science Informatics - For consecutive 3 quarters i.e. for 2013-2014 Third and Fourth Quarter, and 2014-2015 First Quarter.
- Leadership Award - RASA Life Science Informatics - 2013-2014 Third Quarter.

Experience

E2Open Software, Pune

Feb 2019 to Jan 2020

Sr. Associate - Talent Acquisition

E2open enables the world's largest and most complex supply chains to better plan, execute and collaborate.

- Taking care of end to end recruitment for Global Support, Customer Success divisions for pan-India and R&D/ Product Development for Pune.
- Responsible for on-boarding, and exit of Pune based employees.
- Responsible for facilitating events, and resolving level 1 inquires and grievances.

Environment: MS Office, Naukri, LinkedIn, UltiPro (ATS), and DocuSign.

DemandMatrix, Pune

Feb 2018 to Feb 2019

Technical Recruiter

DemandMatrix is working in the space ML, AI, analytics, and big data.

- Responsible for Full Recruitment lifecycle including sourcing, identification, screening, and closing.
- Work closely with CTO, CEO, and team to understand and identify the talent requirement based on business requirement.
- Sourcing profiles through different channels (Job Portals, Social Networking Sites, Internal database, Employee Referrals, Career Page).
- Organizing & handling Walk in drives depending on the criticality of the open positions.
- Implemented ATS for recruitment and HRMS system for leave and payroll management.
- Responsible for all formalities right from joining to exit.
- Planning and executing employee engagement activities, like quarterly and annual awards, Team building activities, Birthday and Anniversary celebrations.
- Handling employee inquiries & grievances.
- Responsible for updating and implementing policies.

Environment: MS Office, Job portals (Naukri, Hirist, Indeed), ATS, HelloSign, Angellist and LinkedIn.

Intelliswift Software, Pune
Technical Recruiter

Jul 2015 to Feb 2018

Intelliswift Software, is a premier onsite/offshore software solutions and services company, headquartered in the Silicon Valley with offices across the United States, India, and Singapore.

- Study of the job description, for understanding the job requirements.
- Sourcing suitable candidates from job portals.
- Converting candidates to applicants and validating them.
- Follow up on candidates from interview to offer.

Environment: MS Office, Job portals (JobDiva, Tech Fetch, Sixth Sense, Indeed, Monster, Dice, and CareerBuilder), and LinkedIn.

RASA Life Science Informatics, Pune

May 2013 to Apr 2015

Jr. HR Executive

RASA is a scientific data analytics and Knowledge bases discovery service company with a deep focus on Chemical and Life sciences.

- Hire proactively as per business needs.
- Sourcing profiles through different channels (Job Portals, Social Networking Sites, Referrals).
- Involved in offer negotiations and hiring decisions.
- Responsible for joining formalities of the new recruits that includes induction and onboarding programs.
- Responsible for Payroll & policy process.
- Handling employee database, queries, grievances, concerns, issue resolution, emergency situations, etc.
- Communicate HR initiatives and change in policies.
- Providing help and coordination with managers for on-time completion of appraisals (Mid-term and annual) and maintaining the dashboard for same.
- Facilitating and coordinating for quarterly and yearly R&R activities.
- Provide ideas for process automation and process improvement in the organization.
- Take care of Full and Final Settlement of employees.

Environment: MS Office, Job portals (Indeed, Monster, and LinkedIn).

Project

Search Quest Consultants Pvt. Ltd.

May 2012 to Jun 2012

MBA Internship in Recruitments

- Study of job description, for understanding client requirements.
- Sourcing suitable candidates from job portals (Naukri and Monster), or from social networking sites like LinkedIn.
- Converting candidates to applicants and validating them.
- Lining up candidates and briefing them for an interview.
- Follow up with candidates for joining Client Company.

Environment: MS Office, Job portals (Monster, Naukri).

Clients: JPMC, Principal Financial services, Citibank, KPMG, Porwal Group.

Education

University of Pune, Master of Business Administration (M.B.A.), Human Resources Management, 2013, First Class.

University of Pune, Bachelor of Business Administration (B.B.A.), 2011, First Class.

H.S.C., Maharashtra Board, 2008, First class with Distinction.

S.S.C., Maharashtra Board, 2006, First class.