

Ankita Chauhan

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Career Objective

Seeking a position in **Human Resource Management team/ Campus Recruitment/Campus Hiring/Recruitment Lead/Talent Acquisition Team/Vendor Management/Recruitment SPOC** that allows me to demonstrate my leadership, interpersonal and organizational skills. I would prove myself as a valuable asset to the organization and contribute effectively towards growth of the organization.

Professional Summary

- 6+ years of Experience and Knowledge in the areas of End-to-End **Recruitment/Campus Hiring/IT Recruitment/Graduate Hiring/ Vendor Management**
- Owns the Recruitment & build a vision that executes on a comprehensive recruiting strategy, creating a diverse pipeline to deliver against bold dynamic hiring plans
- Identify and maintain **relationships with universities** and build relationships with placement officer, faculty, students, career services as well as partner with our internal business leaders, hiring managers, HR Business Partners
- Collaborate with divisional **Business Managers, Leadership , Hiring Managers** to help forecast the hiring needs for the year - **Full Time, Internship Programs and Seasonal Hires**, develop hiring plans and effectively liaise with all stakeholders to drive events on campus
- Enhance and create programs that focus on pipelining top talent through engaging experiences that highlight our firm culture and Employment Brand
- Driving **Interviews Virtual/ On Campus** and maintaining the complete recruitment lifecycle
- Ensures seamless on - boarding process of all hires **offer letter generation, BGC process and start date schedule**
- Exclusively involved in various activities of Recruitment Life cycle like **IT Recruitment, Sourcing, Screening, Shortlisting, Scheduling, Coordinating Interviews, CTC Negotiation, Follow up, On Boarding**
- Good Experience & Exposure in Hiring for **Contract Staffing & Permanent Staffing**
- Hands on Experience in **Vendor Management & Client Engagement**, regarding the requirement fulfillment
- Conducting Off campus Drives & Walk-in Drives to fulfill the requirement
- Experienced in working as **SPOC** for clients & vendors for multiple Projects
- Helping and mentoring new joiner recruiters to make them understand the complete Hiring Model, client expectation, preferences, and help them in recruiting to find desired candidates
- Keeping Track of entire hiring data in form of **Reports, Campus Database, Hires, Responses & MIS**

Professional Experience

Organization	Designation	Duration
Expleo Group	Senior Associate -Talent Acquisition	July 2023 to Jan 2025
Capgemini	Associate Consultant	Apr- 2021 to April 2023
A Four Technologies	HR Recruiter	Nov - 2017 to Dec – 2019
Tech Mahindra	HR Recruiter	May - 2015 to May – 2017

Qualification Details

Education	Pass out year	Percentage	Institution
MBA (IT &HR)	2013	62 %	Mody Institute of Technology, Rajasthan
Bachelor Of Arts	2011	59%	MMV college, Jodhpur
Intermediate	2008	59%	Rajasthan Board
Matriculation	2006	50%	Rajasthan Board

Experience

Expleo Group India -Senior Associate -Talent Acquisition

Worked as Senior Associate / HR Recruiter in India TA team, Pune from July 2023 – till date.

Roles & Responsibilities

- Preparing, maintaining, and updating Candidates databases.
- Source Candidates through portal searches like Naukri, Shine and LinkedIn.
- Conduct weekend drives for volume hiring.
- Scanning and sorting job applications and contacting candidates for interviews.
- Sourcing candidates through various job sites portals (Naukri), job posting, Mass Mailing, Employee Referrals, utilizing the potential of networking site, as well as from internal database.
- Screening the candidates for availability, interest level, salary range, relocation, technical knowledge and Qualification.
- Doing salary fixation/negotiation and ensuring notice period with the candidates. Process the short-listed profiles to the internal panel. Co-ordinating with the candidate and panels to schedule the interviews.
- Following up with the candidates till they join. Managing good relationship with candidates to ensure smooth on boarding, document compilation for selected candidates. • Responsible for IT / NON-IT requirement within company.
- Posting ads on job portals, profile search through database.
- Handled all the IT Technologies involving combination of complex skill sets and rare technologies.
- Interviewed candidates.
- Used Boolean searches to develop applicant portfolios for expected openings.

Capgemini India- Pune

Worked as **Associate Consultant /HR Recruiter** in **India Flex team**, Pune from **Apr-21 to Apr -23**

Roles & Responsibilities

- ✓ **Lead and owns** the overall **Recruitment for Technology, Analytics, Operations** & build a vision that executes on a comprehensive recruiting strategy, creating a diverse candidate pipeline to deliver against bold dynamic hiring plans.
- ✓ Identify and **maintain relationships** with business leaders, hiring managers, staffing partners & HRBP
- ✓ **Partner with the hiring leads/project teams/managers/practice leads** to understand the requirement & Collaborate with Hiring managers to understand the need, develop plan for fulfillment
- ✓ Lead the end to end hiring event from **Data Management, Test Eligibility, Test Shortlist, Interview Shortlist, Scheduling , blocking the calendar of Panels** and **sharing invites to both panels and applicants** and make sure complete the event without any hurdles
- ✓ Communicate progress to business coordinate **ad hoc reporting** regarding recruiting progress. Raise flags in time to ensure end objective is not compromised like **panel availability, low conversion, high declines etc.**
- ✓ **Effectively manage Hiring Data**, prioritize workload, and close the hiring needs of the business
- ✓ Have data-based plan for **building a candidate pipeline** that keeps into **account conversion** and timely update and maintain data in the respective recruitment databases/trackers
- ✓ Research and gather market intelligence through channels and share it with the business
- ✓ Establish strong working relationships with various **stakeholders, business leaders, hiring managers, candidates, HRM Team, etc.**
- ✓ Effectively communicate with the business, Campus, Candidates, and internal team members while maintaining confidentiality
- ✓ Ensures seamless on - boarding process of all hires from **offer letter generation , BGC process and start date schedule**

A Four Technologies - Pune

Worked as **Senior Executive –HR Recruiter** in **A Four Technologies**, Pune from **Nov-2017 to Dec-2019**.

Roles & Responsibilities

- ✓ Involved in end-to-end recruitment and represented as **SPOC (Single Point of Contact)** for the **clients & Vendors**.
- ✓ Interacting with clients, closing the positions successfully, and handle end-to-end recruitment.

- ✓ Experienced in **Team Handling**, handled a team of 3 members.
- ✓ Experienced in **Campus Hiring** & interacting with college TPO's for different requirements of our clients.
- ✓ Conducting the **Interviews in Campus** and maintaining the complete life cycle of Campus Placements.
- ✓ Collaborate with the business to forecast the campus hiring needs for the year - Full Time and Seasonal Hires.
- ✓ Leverage functional expertise, industry knowledge and trends to identify optimum sourcing options to attract top talent across campuses.
- ✓ Collaborate with divisional business managers, leadership, and other recruiters to develop hiring plans and effectively liaise with all stakeholders to drive events on campus.
- ✓ Adapt to the dynamic on - campus environment and find creative solutions to unforeseen challenges and track progress through the season and re - strategize campus recruiting plans as required
- ✓ Ensures seamless on - boarding process of all hires offer letter generation, BGC process and start date schedule.
- ✓ In **Campus Hiring** Initial Screening is organized with Basic Eligibility Criteria & Tests.
- ✓ Shortlisted Candidates will Undergo **Residential training**
- ✓ Experienced in **Vendor Management**, sharing requirements to all vendors, keeping track of their Profiles, maintaining the database of different vendors, and sharing feedbacks to them.
- ✓ Handling vendors and delivering profiles to Account Managers of Different Accounts for Processing with Client.
- ✓ Maintaining the Entire database of the resources attending the training and share the details with Client.
- ✓ Provide induction regarding the Job Profile & Process of Selection once shortlisted in the initial screening and after the final selection.
- ✓ Involved in Operations in initializing Documentation for the final selected resources and share with the client and internal Backend Operations team in order to get approvals from the Senior Managers to roll out OL & make them On-board in the client Premises.
- ✓ Follow up with the resources until they get on-boarded in the client Premises and collect the Employee code of them for our Billing Process and database.

Tech Mahindra - Pune

Worked as **HR Executive** in **Tech Mahindra**, Pune from **May-2015 to May - 2017**

Roles & Responsibilities

- ✓ Expertise in full recruitment life cycle in **Contract, Contract to Hire** and **Permanent positions**.
- ✓ Sourcing Profile's from established channels and identifying right resource for each requirement.
- ✓ Manage and coordinate Recruitment Event/Weekend Drive for volume hiring

- ✓ Sourcing the right profile for the requirement at hand by mapping the skill set, Project experience & communication skills & negotiating the compensation packages.
- ✓ Working on multiple requirements on a given day.
- ✓ Coordinating with Client, scheduling & conducting the interviews.
- ✓ Daily coordination of candidate resumes, submissions, interviews, closures, and recruiting tracking.
- ✓ Handling various level positions of Top & Senior Level, Midlevel, Junior level
- ✓ Worked closely with team lead and hiring manager.
- ✓ Follow up with submitted candidates on a daily basis.

Awards & Achievements

- ✓ The Star Of Acquisition Award 2021 (Capgemini India)
- ✓ Bravo Award 2016 (Tech Mahindra)

Personal Traits

- Positive attitude towards life and work.
- Inclined to learn, ability to perform and deliver the best.
- Adaptive to new situations & flexible working in Pressure.

Declaration

I affirm that the information compiled above is precise and accurate in its entirety to my knowledge.

Ankita Chauhan