

SNEH RAWAT

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High-performing professional with more than four years of experience in recruitment services. Highly skilled at relationship-building with clients and across organizations; exceptional writing, presenting, and interpersonal communication skills. Adept at assessing needs, generating options, and implementing solutions in collaboration with clients and stakeholders. Well-versed in all phases of recruitment and hiring, including defining job roles, assessing needed skills and qualifications, and evaluating candidates. Experienced at managing projects from the requirements gathering/needs identification phase through to completion. At present, looking for an opportunity in the Human Resource field.

Work Experience:

Genpact (Jul 2015 – Jan 2018) | India
HR Management Trainee (May 2017 – Jan 2018)
HR Consultant (Jul 2015 – May 2017)



- Involved with PAN India end-to-end recruitment for various business processes.
- Establishing and maintaining hiring processes and metrics (gender diversity, cost per hire, channel mix, renege %).
- Gathering and preparing detailed job descriptions and skill requirements from respective recruiters & hiring managers, for lateral, campus and employee referrals.
- Updating job descriptions and job specifications on different job sites, actively monitoring the posted job adverts.
- Managing joining formalities, BGC, on-boarding and orientation process for the successfully hired employees.
- Qualify candidates by conducting phone and in-person interviews to determine background, education, skills and salary requirements.
- Screening, using the pre-screening methods to conduct a preliminary screening of the resumes according to the parameters designed for the specific types of jobs.
- Expertise in managing organization-specific recruitments for full-time job roles, strategic thinking, smooth and timely delivery of resources within TAT, mapping skill sets with the market intelligence for the companies and to source the required profiles.
- Conducting requirement reviews with the staffing specialists/hiring manager to understand the requirement and exchange status updates, effectively diagnose strategy issues and partner to solve them.
- Establish professional relationships with clients and candidates to ensure successful process flow.
- Data Mining through Taleo after posting the Job ID requisition on the various career sites.
- Organizing, managing and delivering on multiple projects simultaneously.

Crosstab IT Consulting (Feb 2015 – July 2015) | India
Associate Consultant



- Worked on recruitment process outsource (RPO) model for NP Group, London. Managed various accounts for domestic & international clients.
- Managing clients and understanding their end-to-end technology & business-critical processes.
- Recruiting for contractual, contract to hire and permanent positions.
- Active and passive seekers hiring and liaison for interviews.
- Telephonic and face to face discussions with the candidates to evaluate their technical skills and gain an understanding of their marketable assets.

CLIENT'S/ACCOUNT'S MANAGED
International Clients
Reed Exhibitions, YouGov, BrandIndex, Misys, ICON, Reed Elsevier, Mendeley, UKAR, Office Depot, Temenos, Level3 Communications, Quru, Symantec, Xchanging Technology, Xuber, NP GROUP and Unit 4
Domestic Clients
Vodafone, Lexis Nexis, HCL, Dr. Reddy's Laboratories, Reed Elsevier

Spacebook Buildtech Pvt. Ltd. (April 2014 - Feb 2015) | India
HR Executive



- Managing payroll, joining and exit formalities along with employee grievances.
- Recruiting for contractual and permanent positions.
- Active & passive seekers hiring and liaise for interviews.

Royal Bank of Scotland (July 2013 – March 2014) | India
Operations Associate



- Review customers' information and documentation in order to identify gaps in information and documentation; identify changes that could indicate a possible change in a customer's status; and classify customers appropriately.
- Led the claim and dispute department for PPI - Purchase Protection Insurance (Project I) and SARS - Subject Access Request (Project II).

Education Qualification:

Qualification	Board/University	Year of Passing	Percentage
PGDM (HR & Finance)	Institute of Management Technology	2018	66.2%
B.Com	Delhi University	2013	73.18%

LinkedIn Certifications:

- LinkedIn Recruiter | Oct, 2018
- Interviewing Techniques | Oct, 2018
- Strategic Human Resource | Oct, 2018