

# Richa Mahajan

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- Youngsters CGHS Flat-805 Plot 13C Sector-6 Dwarka Delhi



Detail-oriented human resource professional who excels under tight deadlines, while anticipating and averting potential problems by proactively streamlining processes. Highly focussed towards developing Strategic Partnership with people across all level.

## HIGHLIGHTS

- HR Business Partner with over **9 years** of experience across various forms of Talent Acquisition & Management.
- Experienced in high volume Campus Recruitment at various Engineering Colleges, Institutes & simultaneously positioning our Organisation among all the Premier Institutes in Delhi/NCR to attract the best Talent.
- Capability building to meet Customer/Project demands via market mapping and skills development programs.
- Restructuring of Compensation structure and introduced flexi Pay to increase Take home Pay of employees.
- Established Contract Staffing services & Designed MSAs for the same.
- Efficiently formulated various Annual Recruitment Plan and Requisite Forms.
- Automated the Recruitment Process.
- Created and implemented company On-boarding program for Fresh Talent, increasing satisfaction and engagement.
- Familiarity with Candidate Management Systems and Human Resources software like Zoho, RMS. Etc.
- Developed and executed various employee Engagement initiatives

## QUALIFICATION

2006-2008 - MBA (HR & Finance)  
from, Raj Kumar Goel Institute of  
Technology Ghaziabad.

2002-2005 B. Com from VSSD  
College, Kanpur.

## WORK EXPERIENCE

### CresTech Software Systems | HR Professional

Dec' 09 – Present

- Confer with various Stakeholders to identify personnel needs, workforce planning, develop strategies and implement work plans to meet the needs for all business verticals.
- Managing Recruiting process from Requisition Initiation to Sourcing, to acceptance of Offer and final placement.
- Strategize and Lead hiring from various colleges & Institutes in Delhi / NCR.
- Effective utilization of internal and external sources of recruitment like (IIPs, consultants, employee referrals, job sites, social media, etc.)
- Responsible for formulating various Test Papers like MCQ, Programming Tests, Aptitude tests for Fresher Hiring.
- Create attractive Job Descriptions & responsible for all Technology Hiring in QA & Software development positions like- Manual/Automation/Performance/Security Testing. Core Java, Web Developer, Mobile developers (IOS & Android), Dot net, Java/J2EE, Asp.Net etc.
- Designing and implementing Referral Programs to attract candidates from various platforms.
- Actively involved in the development of ongoing creative and cost-effective sourcing strategies.
- Mentoring, training and developing existing recruitment team.
- Ensure that the candidate possesses the required skills set/behavioural competence and can be aligned to the organization culture via HR round of interview.
- Monitoring the process of Salary positioning, offer negotiation & timely closure of positions involving aggressive follow up with head-hunters, stakeholders & candidates.
- Facilitating Employee communication within the BU and providing a platform to raise concerns and opinions through regular Employee Connect Programs.
- Formulating and implementing Reward & Recognition program.

### Tusthi Consultants | HR Officer

Jun'09 – Nov'09

- Responsible for Pan India Recruitments in BFSI domain.
- Sourcing CVs through various Job Portals, References and LinkedIn.
- Screening applications based on the Job specifications.
- Conducting tele-interviews and preparing Question banks.
- Handled the complete cycle of recruitment & making closures effectively.
- Clients Handled: Citi Group, HDFC Bank, ICICI Prudential LIC Ltd, Bharti Axa LIC etc.
- Was awarded as "Top Performer" for maximum hiring of Branch Managers in HDFC Bank.
- Continuously achieved target every quarter.