

RITESH SRIVASTAVA

Location Preference: Delhi NCR (Delhi / Gurgaon / Noida)

Email: riteshforjobs@gmail.com

Mob: 9319109034

SYNOPSIS

- A dynamic Talent Acquisition Professional having 5+ years of working experience in Head Hunting, **Full Life Cycle IT/Non-IT Recruitment and Other HR Activities.**
- Currently associated with **Leading US Product Organization** in capacity of Lead-HR
- Focus –**Start Up Hiring, Innovative Strategies, End To End Recruitment Life Cycle, Head Hunting & Mapping.**
- An effective communicator with good interpersonal & managerial skills and the ability to work in high pressure environment.
- Experience in **High Volume Recruiting** of a variety of generic and super niche skills IT professionals and senior managerial level positions across multi-disciplines for nationwide requirements

SKILL SETS-

Strong working experience with **IT Related Technologies:** Big-Data Technologies; IT-Sun Micro Technologies ; ERP Packages ; Microsoft Technologies ; IT Infrastructure ; Web Related Technologies .

Non-IT: Business Development (Sales), Pre-Sales, Human Resources and Administration.

WORK EXPERIENCE

Product based IT Company
Gurgaon

June, 2017 Till date

Lead-HR

KEY RESPONSIBILITIES

- Leading a team of 2 members and responsible for end to end recruitment life cycle from requirements gathering, sourcing, assessing and delivering a high quality talent pool to hiring managers through various channels
- Interpreting, analyzing and summarizing the hiring requirements
- Preparing a quarterly hiring plan and executing the same to meet the hiring requirements.
- Preparing a sourcing plan for the hiring requirements
- Working closely with the business stakeholders and soliciting their support for recruitment initiatives planned.
- Vendor Management Activities involving Job Boards and Executive Search firms.

- Acting as location anchor for the weekend recruitment initiatives.
- Conducting HR Discussions and Offer negotiations with the shortlisted candidates.
- Processing all the offers post completion all mandated procedural formalities.
- Ensuring effective utilization of all the sources of recruitment.
- Conducting regular GAP Analysis of current and desired hiring status.

Impetus Infotech

January, 2014 to June,

2017 Gurgaon

Senior Executive - HR

KEY RESPONSIBILITIES

Stakeholder Management - Liaison with internal stake holders and business delivery leaders/internal hiring managers to develop staffing plan, job description sourcing strategy while clarifying the specifications and requirements of open positions and keeping them updated on hiring.

- Handling Leadership Hiring up to GM, Business Head, VP and CFO Level.
- Manage the entire Recruitment cycle for permanent and contractual employees, which includes working closely with Senior Leadership, attracting and selecting appropriate talent, salary and level benchmarking, offer negotiations, background checks and on-boarding.
- Responsible for entire recruitment cycle for different Business Verticals of Impetus Infotech.
- Strategize and plan on how the requirements can be closed well within the SLA and incurring minimum costs through cost effective and alternate recruitment initiatives such as Linked-In, Facebook, SMS Campaigns, Job Fairs, Campus / Off Campus Recruitment with zero % dependency on consultants.
- Planned & implemented campus recruitment programs for top premier colleges.
- Manage social media strategy for employment branding and hiring on channels like Facebook, Twitter, LinkedIn , Alumni network.
- Single Point Of Contact for Employee Referral Programme
- New Hire Orientation, Onboarding, Joining formality, Taking induction session, Buddy introduction.
- **Vendor Management**- Builds Relationships with Agencies and staffing firms & builds partnerships for hiring process. Reduced the vendor utilization from 40% to 10%.
- **Campus hiring**- Management of the recruitment and selection process at Engineering /Management Colleges.
- **MIS/Dashboards**- Effectively tracking candidates and entire recruitment process through HRDMS. Well versed in Pivot (Hiring, creating requisition, creating candidate etc...)

**EDS Technologies Pvt Ltd
2014 Gurgaon**

June, 2012 to January,

Senior HR Executive

KEY RESPONSIBILITIES

- Handling the recruitment activities like resume sourcing through different sources like Job portals, References, Candidates Scheduling, Tracking Offers.
- Handling initial round of HR interview in order to judge the candidate's suitability in terms of academic & professional qualification, experience, aspirations (based on work, position, salary and relocation etc), communication skills etc, before proceeding for recruitment.
- Interacting with candidates, giving them a preview about the company, the interview process & the role.
- Following-up with Hiring Managers as well as the candidates till the selected candidates gets the offer letter and joins the organization.
- Issue of offer Letters, Background Verification and completing joining formalities of selected resource.
- Developing a strong network with Professionals in IT Industry so as to get more leads and information for sourcing for the right candidates.
- Maintaining a systematic and comprehensive database of candidates based on skill set, experience etc.
- **Handling end to end Recruitment Cycle starting from sourcing appropriate resumes till finally making the offer & ensure joining of a satisfied candidate without compromising on the "Quality of Hire" with stringent Background Verification checks.**

**CMC Ltd
New Delhi**

October, 2007 to December, 2008

System Support

KEY RESPONSIBILITIES

- Was closely associated with Maitree-Voluntary Forum of TCS-CMC Ltd.
- HR and Technical Functions

TRAINING EXPERIENCE

**1. Grownbury Pharmaceutical
New Delhi**

April 2010 to June 2010

HR Trainee

KEY RESPONSIBILITIES

- Maintaining the Attendance Record
- Keeping the records of Leave of the Employees

EDUCATION

- **Birla Institute of Management Technology (BIMTECH), Greater Noida 2009- 2011**
(MBA/PGDM in Human Resources)
- **Uttar Pradesh Technical University, Lucknow 2003-2007**
(B.Tech in Applied Electronics and Instrumentation)
- Passed ISC board from St. Joseph's College, Allahabad
2002-2003
- Passed ICSE board from St. Joseph's College, Allahabad
2000-2001

AWARDS AND ACHIEVEMENTS

- **Received Several Star Performer of the Month Awards.**
- Received Best Rating (in year 2015) for contribution in Impetus Infotech.
- Went up to closing **5 niche** positions in a day.
- **Reduced vendor utilization from 40% to 10%.**
- Joined as Executive-HR and raised to the position of Senior Executive-HR within a span
of one year in EDST.