

RITU THAKUR

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RECRUITMENT PROFESSIONAL

Offering **4.9 Years** of Cross -Recruitment Experience

PROFILE

- Results oriented professional having **Masters In Business Administration** with specialization in Human Resource Management, proficient in recruitment and implementing standard procedures and systems to enhance operational efficiency of the Organization. I have worked as an **Sr. Executive Recruitment with GloCons Consulting Pvt. Ltd.** having proficiency across Recruitment professional and management.
- Complete understanding of business processes in placement firm achieve the target, maintain data for future recruitment in same domain, MIS Reporting, handling the end to end recruitment cycle.
- Hands on experience in managing day-to-day recruitment management activities till joining and MIS reports.
- Articulate communicator, blending analytical expertise with interpersonal skills while interacting with the cross-management teams and clients..

KEY STRENGTH AREAS:

- Strong Sourcing / Relationship with Client Management/ Selection /Analytical skills/ Communication Skills

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS GLOCONS CONSULTING PVT. LTD.

June'15 - March 2017

Sr. Executive Recruitment

Job Responsibility :-

- Overseeing Pan India & overseas Recruitment of manpower to fulfill the requirement through Job Portals (Naukri, Monster & Times, linkedin) and personal references etc.
- Handled whole Recruitment Cycle like Sourcing, Screening, Shortlisting, Head Hunting, Poaching, Evaluating, Salary Negotiations and Reference Checks.
- I have a recruitment experience in all division's like Engineering Sector, Non IT, IT, Automobile, Finance, Sales Marketing, other domain recruitment etc.
- Handled recruitment from Senior Level Management for domestic Level as well as International Level.
- Dealing with clients & providing best option in terms of creamy candidate to close the position.
- Maintaining details of employee referral scheme, which form an integral part of the recruitment Exercise.
- Responsible for Issuance of Offer Letter, Appointment Letter & follow up till joining and retain of the candidates.
- Maintain the Excel and online data for future help of recruitment.
- Responsible for candidate available for F2F interview/ reimbursement documents process.
- Responsible for achieve target.

PREVIOUS WORK ASSIGNMENTS

RADIANT

TECH

RESOURCES

PVT.LTD.

Feb'12-Jun'15

HR Executive

Job Responsibility :-

- Responsible for Recruitment Assignments PAN India
- Understanding the job description, assign the task to the Consultants.
- Support the Profile Screener team in the Screening process (Naukri)
- Fitment Assessment, Sharing resume with hiring Manager
- Post resumes shortlisting process - interview line-up
- Pre & Post interview process follow-up with the client & the candidate
- Post selection co-ordination with the hiring process, medical checkups, reference check
- Offer acceptance; follow up with the candidates till they join
- Consultant Relationship Management

[3] Worked with IKYA HUMAN CAPITAL SOLUTION PVT. LTD. as a Sales Co-coordinator with team on **(SAMSUNG)** Third party pay roll
from Sep. 2010 to Dec. 2011

TRAINING

- Name of the Company: HPCL (4 Months) from March 2009 to June 2009 New Delhi

ACADEMIC AND PROFESSIONAL CREDENTIALS

10th ,12th from M.P. Board

Bachelor Of Computer Application 2008

Makhanlal University Bhopal

Master Of Business Administration (Human Resource Management) 2010

COMPUTER SKILLS:

Ms- office (Excel, Word,window 2000,2007,2010)

PERSONAL DETAILS

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| • Father's name | Late Mr. R. N. Singh |
| • Marital Status | Single |
| • Hobbies | Travelling, Music and Internet Surfing, Painting. |
| • Strengths | Adaptable to any environment, Positive attitude Team |
| work and | commitment, Good analytical skills. |

Date of Birth: 3rd July, 1987; **Language Proficiency:** English and Hindi,Marathi beginner

Address : Badarpur Border New Delhi

References: Available upon request