**RICHA KHANNA**

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Seek a competent role in an esteemed organization with stable growth and learning environment



**COMPETENCY FORTE**

* 2.8 years of total work experience Human Resource Planning, Vendor Hiring, Managing Walk-ins, Induction, Joining Formalities, Client Engagement & Services.
* Presently working with **WNS as HR Executive** **– Talent Acquisition Group (Gurgaon).**
* Expertise in Sourcing and Recruiting candidates for Banking, Finance, Insurance, Accounting & BPO hiring recruitments*.*



**WNS Global Services Pvt Ltd.**

June 2010 – October 2014

***Front Line Hiring:***

* Handling End-to-End Recruitment life Cycle.
* Front Line Hiring- Vendors, Portals, Walk-Ins and Employee Referral.
* Handling recruitments from junior level to senior level.
* Hands on experience in handling walk-ins, sourcing through employee referral programs & through portals, networking sites and campus recruitments.
* Experience in hiring for Customer Service, Banking, Financial and Health Care Insurance Processes.
* Initial level screening in Communication and Technical front.
* Short listing CV’s as per the Job Requirement.
* Identifying the right candidates and discussing with them to ensure their availability, interest, capability, attitude, confidence level and other all requisites.
* Offer and negotiation with salaries.

***Lateral Hiring;***

* Overall Responsible of End to End Sourcing & Recruitment Cycle of candidate for PAN- India Support hierarchy from Executive till Sr. Manager
* Actively involved in meeting with different business Leads for understanding their process specifications to ensure that all opening closed within the TAT given.
* Responsible for meeting the target by maintaining compensation and cost per hire budget
* Successfully developed new & old channel of recruitment.

***Internal Referral:***

* Single Point of Contact for the Employee Referral Program for Gurgaon location.
* Responsible for educating employees about the referral schemes and present requirement
* Responsible for providing timely feedback and payout’s to the referee.
* Rolling out different referral schemes to attract more referrals.

***Employee Engagement:***

* From a staffing stand point, enabling smooth candidate admittance followed by contented employee journey thereafter.
* Created a positive employee engagement environment with weekly meetings where all employee opinions were encouraged.
* Introduced new policies for referral submission simplification, which reduced the number of mistakes committed by associates in every successive quarter

**Trainings Undergone:**

* **Business writing skills.**
* **Interviewing Skills Level II.**
* **WNS certified Competency Based Interviewer.**
* **Effective Presentation and Communication Skills.**
* People styles and negotiations
* **Effective Hiring Techniques.**
  + Recruiting and Selecting Candidates
  + What to Consider when Hiring
  + Choosing the Best Applicant
  + Effective Hiring and Interviewing Simulation
  + Hiring Strategic Thinkers
  + Screening Applicants for Emotional Intelligence
  + Surviving the Talent Crunch
  + Guarding against Interview Biases

**Academic Strengths:**

* **Master of Business Administration (MBA)** in Human Resources from Amity Business School, Noida in 2010 with 8.38 CGPA.
* **Bachelor of Business Administration** from R.N.I.S College of Management, New Delhi in 2008 with 60.85%.
* Passed **AISSCE** (Senior Secondary Examinations) in 2005 from CBSE.
* Passed **AISSE** (Higher Secondary Examinations) in 2003 from CBSE.

**Personal Details:**

**Date of Birth :** 28th Feb, 1988

**Father’s Name :** (LATE) Mr. L.K. Khanna **Contact Number :** 91-9717269070

**Passport Number :** L9957539

**Marital Status :** Married

**Address :** H No. 926, Saraswati Vihar,

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