**Career Summary**

MBA (HR) with 10 years of vast experience into recruitments, passionate to successfully build teams of professionals, particularly IT and non-IT.

Currently performing a role of an Assistant Manager, dedicated and focused towards achieving hiring numbers, engaging and collaborating with multiple stakeholders, building on better candidate experience, managing on-boarding along with mentoring team members.

**Experience**

**Assistant Manager, Hiring Avizva, Gurgaon**

**June 2015 – Present**

**Significant Contributions:**

1. Planning, driving and recruiting talent across career stages – campus and lateral hires.
2. Partner with hiring managers and leadership to evaluate their recruitment needs and oversee hiring strategies from creation to execution, in a timely and cost-effective manner. Provide recruitment counsel and guidance to hiring managers by developed market intelligence data in regards to future talent needs.
3. Collaborate with stakeholders, interviewers and other recruiters to meet the recruiting demand based on the hiring plan. Lead a team of 2 people. Involved in assigning tasks as well as guidance towards recruiting for open roles.
4. Devised and implemented referral policy and campaigns, on-boarding process, candidate feedback mechanism, and a better candidate experience for both campus and lateral hires.
5. Manage the end-to-end recruitment process/life-cycle, from initial screening through interviews, final HR assessment, offer closures and joining. Counsel the candidates on corporate benefits, salary and corporate environment.
6. Use social media, job boards, search firms and internal channels to source candidates for open jobs.
7. Develop relationships with third party recruitment agencies and staffing firms and manage the procurement and measurement process. Set SLA’s to all the vendors/monitoring their performance on quarterly basis.
8. Organized and participated in various internal and external corporate events – diwali event, NGO event.

**Achievements**

1. Awarded for ‘High Achiever’ by CEO | 2015.
2. Awarded for core value ‘People Inspired’ | January 2016.
3. Awarded for core value ‘Entrepreneur’ | March 2016.

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**Lead Recruiter Sapient, Gurgaon**

**September 2008 – April 2015**

**Significant Contributions:**

1. Recruited talent for PAN India. Extensive experience to work with cross-functional and multi-region distributed teams.
2. Managed end-to-end recruitments for mid to senior level positions for both IT and non-IT skills, through job boards and networking sites, employee referrals and search firms. Well-versed Taleo, Oracle tool and MS Office.
3. Implemented alternate hiring strategies to ensure achievement of hiring TAT. Self-sourced and recruited for open positions with a zero percent agency usage.
4. Successfully filled open positions for various stakeholders. Independently worked with stakeholders to understand their requirements basis open requisitions, discover relevant interviewer pool, share weekly dashboards (status updates) and raise red flags in fire-fighting situations.
5. Manage the recruitment process and life-cycle, including initial screening, interviews and offers.
6. Counsel the candidates on corporate benefits, salary and corporate environment.
7. Assist other team members in recruitment activities and help them develop a talent pipeline.
8. Developed market intelligence data in regards to future talent needs.
9. Use social media, job boards, search firms and internal channels to source candidates for open jobs.
10. Use sophisticated talent applicant systems to track applicants through the selection phase to on-boarding.
11. Built on better candidate experience (on-boarding) by working closely with multiple stakeholders (IT, Finance, Transport etc.) assisting in delivering a great experience to all new joiners’.
12. Been integral part of recruitment marketing activities. Responsible for all the postings to go live on all the portals in right format and with the correct intro and boiler plate.
13. Extended help in branding. Representing the brand in various networking events, called “IEx – idea engineers exchange programme” organized to display the work done for various esteemed clients, for us. Engaging eminent audience and seeking their ideas for future events. These events were really successful.
14. Involved in managing the complete lifecycle of employees’ background checks.
15. Managing the complete life cycle of Employee referral by creating the profiles on our recruitment portal, doing initial screening and updating feedbacks. I took care of referral bonus and referral special campaigns along with resolving the help desk tickets related to referral issues/queries.
16. Participate in various CSR activities: Uttrakhand support, Eye-Camps etc.

**Achievements**

1. Band of Trail Blazers | Awarded to Team Archers | Mansa Kaur | Oct-Dec 2013
2. Band of Trail Blazers | Awarded to Team Aspirers | Mansa Kaur | Oct-Dec 2011
3. Band of Trail Blazres | Awarded to Team Magpies | Mansa Kaur | Oct-Dec 2010

**Trainings Attended**

1. Presentation Skills
2. Assertiveness
3. Managing Expectations

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**Senior Account Lead The Glove, New Delhi**

**September 2006 – September 2008**

**Significant Contributions:**

1. Closely worked with various clients to gather requirements, establish strong client-vendor relations and handled recruitments for them. Resourcing, headhunting, understanding & mapping client requirements with desire competencies & skill set in the prospects. Scheduling interviews & coordinating with clients as well as candidates towards mutually convenient schedules. Follow up with the candidate’s right from initial contact full formal handover & initial of joining formalities.
2. Independently handling in-house Recruitment and Selection. Preparing and maintaining various databases and MIS related to recruitment.
3. Lead 9 members’ team. Provide subject matter expertise to my team. Involved in their appraisals.
4. Organizing payroll inputs by salary processing of new joiners, increments, incentive payouts etc. Handling new joiners related functions like-Induction planning, Seating arrangement & make them feel comfortable.
5. Responsible for Issuing of letters such as – Experience certificate, Acceptance of resignation, Full and final settlement etc.
6. Taking new initiatives for employee engagement, to strive for creating ‘FUN at WORK’.

**Clients Handled**

Microsoft Corporation, Dell International Services, BA Continuum Solutions Pvt. Ltd. (Bank of America), Syntel Inc., Tanla Solutions, Cognizant Technology Solutions, Ness Technologies, Thomson Corporation, L & T Infotech, Times of India, NIIT Technologies.

**Academic Qualifications**

1. MBA (dual specialization in HR and Marketing), AICTE approved from YMCA, New Delhi [2005–2008].
2. M.Sc. (Hons.) Statistics from Hindu College, Delhi University [2003–2005].
3. GNIIT Diploma from NIIT [2001-2005].
4. B.Sc. (Hons.) Statistics from Hindu College, Delhi University [2000–2003].
5. Completed 12th standard from Delhi Public School, Mathura Road, Delhi [2000].
6. Completed 10th standard from Delhi Public School, Mathura Road, Delhi [1998].

**Other Areas of Specialization**

1. Travelled across cities and countries.
2. Learnt level A1 of Deutsch (German).

**Personal Details**

1. Date of birth : December 7, 1982
2. Gender : Female