**Neha Dhingra**

**Professional Summary**

* Balanced Combination of Strategic Recruitment and Executive Hiring accrued over the last 7 years in multiple industries like Insurance, Manufacturing, IT/ ITES & KPO.
* Demonstrated Center of expertise/ Excellence in the areas of Recruitment Partner Management, Recruitment Process controls, HR-systems & Behavioral interviewing skills.
* Collaborating closely with business leaders for estimating yearly, quarterly and monthly manpower requirements and thereafter strategizing effective staffing plans.
* Experience in consulting, designing, branding recruitment strategies & plans for sustaining growth.
* Experience in Planning Recruiting budgets and responsible for implementation of Cost efficient Hiring strategies.
* Experience in linking HR initiatives and strategies to the recruiting function. Play an active role with the core HR function assisting in areas as needed. Good understanding of HR practices and management.
* Pragmatic approach with proven managerial acumen and abilities to withstand work pressures, deliver assignments within specified time frame without compromising on quality benchmarks.

**Conversant with skill such as:**

**Shared Services & Financial Services requirement:** Audit & Assurance, Statutory Audits, Internal Audits, FP&A, Financial Close, Taxation, Accounting & Reporting, Receivables, Payables, Business Planning, US GAAP, Revenue Assurance, Credit & Collections, Functional Consultant, Financial Management, Analytics, Order Management, SCM, Investment Banking, Fixed Income, Securities, Capital Market etc

**Professional Experience**

**XL Catlin, Gurgaon May’14-Till Date**

**Company Profile:**

XL Group plc (NYSE: XL) is a global insurance and reinsurance company providing property, casualty, professional and specialty products to industrial, commercial and professional firms, insurance companies and other enterprises around the world.

**Responsibilities:**

**Talent Acquisition Partner**

* Leading the Talent Acquisition functions for Finance hiring- India to deliver exceptional quality and quick closures to business.
* Handled the full transition of Finance function, whilst ensuring the smooth functioning, from Vendor to in-house recruitment.
* Strategizing the sourcing mix channel with focus on non-agency & cost-effective hiring.
* Setup Employee referral framework and own the overall process.
* Stakeholder Management- Partnering with the Business Unit Heads to understand talent demand and core competencies for open positions.
* People Management- Managing a team of 2
* Lead a project on Risk assessment & Controls of Talent Acquisition process. Splitting the process into all possible activities, analyzing the risk involved in each activity, the impact of risk involved & finally Controls than can be introduced to resolve.
* Active participation in introducing the process improvement plans by setting up the process from scratch & introducing it as per the legal team’s suggestion.
* Working closely with the Supervisor upon Brand Building, advertisement & promotion of XL Catlin & XL India

**Copal Amba, Gurgaon May’13- Apr’14**

**Responsibilities:**

Assistant Manager–Talent Acquisition

* Solely responsible for the entire recruitment lifecycle of Copal’s Parent Company **Moody’s Shared Services India**
* Using Online Database (Job Portals) & Offline Database to find out “technically fit” resources
* Formulation and Implementation of Recruitment/Sourcing strategies
* Managing a team of 4 to cater to the hiring numbers
* Posting of job on the job portals, websites, blogs and other discussion forums
* Initial HR Screening to check the fitment of the Candidate on various factors- Skills, Communication, Cultural fit, Flexibility, etc
* Sharing the profiles with the Managers & following up & scheduling the interviews with onshore & offshore Managers as per the time difference & calendar availability
* Following up for the feedback, updating the same in internal database & sharing with the Candidates
* **Offer discussion & negotiation**: Finalizing the offer with the Candidate & negotiating the salary & notice period
* **Offer roll-out:** Seeking approval on the offer finalized with Business Heads, HR Heads & rolling out the final offer with the Candidate
* Generating the Background Verification form & following up with the Candidates for the academic & experience documents requirement to get the Candidate on board
* Scrutinizing if the documents are in line & authentic
* Follow up with the Candidate on daily/ weekly basis till the Candidate is on board

**Agilent Technologies (on client site) Aug’09- Jan’13**

Assistant Manager–Talent Acquisition

* **People Management:** Handling a Team of 4 Recruiters (Subordinates) for various Staffing Processes
* **Client Meeting:** Direct interaction with Functional Heads, Managers, Host Managers, VPs & AVPs to understand the Positions & working closely with them on the active Positions  
  Understanding and analyzing the Agilent’s manpower requirements in different skill set categories
* Formulation and Implementation of Recruitment/Sourcing strategies
* Posting of job on the job portals, websites, blogs and other discussion forums
* Using sourcing strategies like Referral generation, Direct Sourcing, Networking, Mass Mailing so as to reach out to a maximum qualified pool of candidates.
* Using Online Database (Job Portals) & Offline Database to find out “technically fit” resources
* Doing niche-skill and specific resource-search through “Headhunting”.
* Telephonic Screening of the profiles – Checking for Technical Fitment, Behavioral Fitment, Stability
* Conducting preliminary interviews as specified by Agilent.
* Organizing Recruitment Drives in Delhi or other Cities for **Head Hunting** on various Processes
* Ensuring proper co-ordination between Clients and Candidates
* Maintaining and developing candidate database and trackers
* Evaluating the candidate on various parameters like communication skill, personality and assessing the candidate by grading them
* Responsible for articulating and negotiating job offers with candidates and clearly communicating all aspects of the offer including the salary, benefits, bonuses, relocations, etc
* Follow-up with candidates for Post-Employment Reference Checks, Notice Period Negotiations, etc till joining
* **Operations-** Preparing Complex Reports on Excel (Daily, Fortnightly & Monthly Review Reports) using advance tools as per the requisitions that are explored by Global Controllership Head/Country Manager
* Generating & initiating **the PO & Invoices** & handling the billing Cycle

**Professional Qualification**

### MBA-Human Resources Skyline Business School 2009

### B.A- Advertising Delhi University 2007