Savita Basra

Manager – HR and Talent Acquisition  
Contact- +91 9871509358, savitabasra25@gmail.com**COVER LETTER**

* An astute management professional with 8.5 years of experience across human capital consulting, talent acquisition, business development and P&L Analysis and negotiations.
* Skilled in understanding business requirements and translating them into viable solution
* Effective communicator with excellent relationship management and analytical skills.
* I am seeking a position in an organization that provides opportunity to explore & excel in the field of Human Resources while carving out the niche for personal, professional as well as organizational goals.

**Professional Experience – 8 Years and 6 Months**

**:: New Era India – An en-world Group Company :: 7 Years and 7 Months**

Business Head 1st April 2016- Present

## Account Manager 1st April 2012– 31st March 2015

Senior Consultant 28th August 2009- 31st March 2012

Currently, I lead a team of 6 professionals, my role revolves around negotiating and acquiring talent, developing businesses and providing commercial customer service while engaging with enterprise clients and candidates with an eye out for making a profit for my business unit.

**Key Responsibilities:**

**Talent Acquisition:**

* Manage senior and middle management hiring in financial services domain with specialization across analytics (risk, marketing, big data, machine learning) , market risk, credit risk, quant, operations, project management, transformation & re-engineering.
* Handle the end to end recruitment cycle - including market mapping, scouting, briefing, interviewing, reference checks & offer management.
* Source candidates from diverse sources for fulfilling recruitment needs of clients while maintaining the TAT.
* Use the best in class recruitment tools & techniques to develop a pool of passive job seekers.
* Work closely with the hiring managers to understand their requirements and suitably preposition solutions.
* Partner with senior decision makers in determining and anticipating their human capital requirements along with providing guidance on designing talent planning strategies.

**Business Development:**

* Identify & validate potential clients through commercial qualification
* Undertake client meetings and interactions with CXO level professionals to pitch Michael Page business offerings
* Prepare business presentations, proposals and showcase company capabilities to prospective clients
* Negotiate service charges for consulting assignments/ long term contracts and finalize business terms
* Develop strong, sustainable relationships with executive decision makers of leading MNC Banks & Financial services firms
* Deepen business relationships in a competitive environment and generate new / repeat business while managing key accounts
* Assessing and responding to the needs of each particular client or assignment

**TEAM / PEOPLE MANAGEMENT:**

**Team Size: 6**

* Allocating the mandates, sharing and explaining the Job Description.
* Screening of profiles, consolidating the tracker and sharing the profiles with CFR/HM.
* Providing training and Mentoring.
* Sharing the feedback of profiles and assisting to improvise the search.

**Key Achievements:**

* Won Best Team Lead Award for 3rd Quarter of 2016.
* Successful in closing **niche senior level** mandates that were open for more than a year.
* Over achieved revenue targets and KPI’s set by the management**.**

**HANDS ON SUCCESS CONSULTANCY PVT LTD**

**Consultant** from 16th October 2008 till 27th August 2009

**Key Responsibilities :**

* Screening of Resumes and short listing of candidates on the basis of requirements specified by the client and maintaining the internal database
* Sourcing candidates through job portal (Naukri), Mass Mailing, Employee Referrals
* Screening the candidates for availability, interest level, salary range, relocation, technical knowledge and qualification.
* Doing salary fixation/negotiation and ensuring notice period with the candidates.
* Processing the short listed profiles to the internal panel. Coordinating with the candidate and panels to schedule the interviews.
* Following up with the candidates till they join. Creating a good rapport with candidates to ensure smooth on boarding, document compilation for selected candidate.
* Availing feedback from the client for the selected candidates.
* Rolling out selection mail or offer letter regarding joining date and other documentation

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| **PROFESSIONAL QUALIFICATION**   * **PGDHRM**,Symbiosis Center for Distance Learning, Pune 2009-2011 |  |
| * B.Com (Hons.), Delhi University 2005-2008 |  |
| ACADEMIC QUALIFICATION |  |

* 2005 : Senior Higher Secondary – **Class 12** – CBSE Board
* 2003 : Higher Secondary – **Class 10** – CBSE Board

**Computer Skills**

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| * MS Excel and complete Office Suite, * Various Software such as – greytHR, HIRECRAFT etc. * An expert in searching profiles on various websites such as Naukri.com, Monster.com etc. * GOOGLE Adwords. * Quick and eager learner of new software. | |
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**Personal Dossier**

Marital status : Married

Date of birth: 30th October’1987

Interests: Travelling, Dancing

Address : Sector 11, Dwarka, New Delhi

Location preference : NCR – Gurgaon, Delhi.