**Neha Raheja**

**Email: neharhj93@gmail.com**

**Mob:7678169492/9811886283**

**Career Objective-**

Aspire to be an integral part of a growth-oriented organization; where I can utilize my **recruitment skills & experience** at utmost in achieving its “***Talent Acquisition****”* objectives and reach at higher echelons

**Experience Summary-**

* Having Around **6 years** of experience in **Technical / IT Recruitment** and as **Team Lead / Leadership hiring/Delivery Lead is 2 years.**
* Having exp in Team Management ,Account Management and Client Management.
* Managing the **End to End complete Recruitment and Selection process**.
* Good understating of **Application Tracking System (ATS).**
* Recruiting candidates for different positions for leading Global IT Companies
* Strong experience in both **Permanent Hiring and Contractual Hiring (IT).**
* Proficient Experience on Sourcing profiles through various channels like **Job Portals like Naukri & Monster, Social media (LinkedIn), Employee Referrals and Internal Database .**
* Experience with different types of Employment requirements such as **Permanent, Contract and Contract-to-hire...**
* **Client & Team Management**
* Responsible for delivery of quality profiles as per client’s specification.
* Recruiting for Multiple skills,domains ,levels and locations
* Handled **in house recruitment and walk-in drives** and close the positions for our direct clients.
* Involved in **permanent as well as contractual staffing** for various clients like Wipro,CTS,HCL,Deloitte,PWC,Tech Mahindra,NIIT Technologies ,KPMG ,Damco Solutions,IBS ,Axtria ,Bridge Tree ,Lowes .
* Involved in **end to end Life Cycle of recruitment from requirement to on boarding of candidates** (Screening, short listing, mapping skills with existing requirements, interest check, scheduling interviews, salary negotiations, final closure and regular follow – up till joining of the candidates).
* Excellent understanding of Recruitment process.
* Familier with **HR Generalist / HR Operations Activities** (Joining Formalities ,Exit Formalities ,Employee Engagement ,Employee Grievances ,Attendance Management ,Performance Management ,Statutory Compliances)

**Core Competencies**

* IT Manpower Sourcing – Using leading job portals, referrals & social networking sites
* End to end IT recruitments- Contractual & Permanent ,Contract to Hire .
* Conducting initial interviews, regular follow-ups & salary negotiation
* Handled Mid & Senior Level, Niche Requirements using effective sourcing strategies
* Good understanding of Pre & Post Selection Process
* Client interaction & ensuring timely closures
* **HR Generalist / HR Operations Activities**
* **Team Management / Team Handling / Leadership Hiring/ Delivery lead**
* Maintained & updated MIS to provide timely information to the management
* High level of proficiency with MS Outlook, MS Office, MS Word and Excel Software
* Demonstrated oral and written communication skills

### PROFESSIONAL EXPERIENCE:

**Working with eTeamInfoservices Pvt. Ltd form Nov 2015 to till Date.**

**Company: eTeam Infoservices**

**Duration: June 2018– Till date**

**Designation: Recruitment Lead/ Delivery Lead**

**Clients: Wipro ,Cognizant, HCL ,Tech Mahindra ,PWC ,Lowes ,NIIT Technologies**

**Responsibilities:**

**Team Management:**

* Interacting with the business units to understand the open positions and manage the required SLA.
* Doing leadership and handling a team of 6 members and directly interacting with client for the same
* Empowering team, setting the right expectation for the team in align with organizational and project goals.
* Responsible for my own targets as well as Team Targets.
* Maintain Discipline and direction of team members.
* Ensuring the quick turnaround time (TAT) with the quality submissions.
* Responsible to attend hot calls with the Hiring Managers on hot positions, and assigned those requirements to recruiters in order to cover them on urgent basis.
* Responsible for Team Management & taking care of Team's monthly and Quarterly Targets.
* Make new recruitment strategies, and apply within the team for better result.
* Coordinate with the hiring managers and Coordinators through emails, phones to get the feedback for the ongoing submittals and interviews.
* Responsible for mentoring the team keeps them motivated and project their goals to the right direction.
* Responsible for Team Management activities i.e. requirement assignment, meetings, updates gathering, preparation of daily reports and tracker.
* Mentoring and training Team Members in creating effective search strings, candidate evaluation, rate negotiation and helping them to use different search sources to ensure best from them.
* Applied sourcing methods to find the right candidates by leveraging different tools like internal database, job portals (Naukri , Monster ,Linkedin) and internal / candidate referrals.
* Screening the profiles suitable for the Client's requirement based on the salary offered and experiences in the industry, skills and assignments to be handled.
* Following-up with the candidates to keep them Active & Available (A&A) for Pre On-boarding and Post On-boarding procedures.
* Interviews for new hiring for the team
* Maintained weekly status reports of all activities along with the weekly job requisitions, requisitions, Submissions, Interviews, PO's, Submission-Interview ratio, Interview-PO's ratio etc.
* Ensuring Job Posting for Hot requirement in order to find qualified candidates
* People Management: Planning and managing the career growth of recruiters.
* Delegate requirements among the team members and make sure that the delivery is done as per client SLA (Service-level Agreement) and within TAT.
* Maintaining Tracker sheet of database and updating on daily basis

**Account Management / Client Management:**

* Attending calls with client’s SPOC to understand the requirement and business projection.
* Maintain good relationship with client and get some exclusive requirements.
* Push clients to get new business opportunities and get maximum revenue from existing business
* Follow up with client to get feedback and closures on time.
* Maintain reports and discussed with clients and management.
* Deal with all kind of escalation and solve it for in win situation for both.
* Actively participate in drives, managing con-call to understand requirements and execute the business.
* Discussed with clients about vanilla, niche and super niche requirements and exclusive position.
* Close position in stipulated time line.
* Responsible for rate negotiation, payment terms, replacement etc

**Responsibilities as an Individual Contributor:**

* Handling end to end recruitment process as IT Recruiter.
* Initial screening and profile matching with reference to qualification, experience, relevant skill, communication skills, team compatibility & stability etc.
* Sourcing profiles form various recruiting channels like - Job portals (Naukri, Monster, etc.), Linkedin ,Employee referrals etc. as per the job specifications.
* Conducting initial interviews to determine experience, skill level and probe the candidate for view of his/her responsibility in the projects.
* Ensuring that resume appropriately reflects candidates experience and requirement in line with the requirement.
* Schedule interviews and co-coordinate with candidates, technical panel for next levels of interviews till closure.
* Negotiating salary/pay rate with candidates/subcontracting companies to close positions.
* Regular follow ups with offered candidate until on-boarding.
* Established and maintained professional relationship with candidates.
* Proactively maintain an effective resource database management system to close the manpower requirement with the minimum time.

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**Previous Experience**-

**Concepts HR (Duration: Jan 2014 to Oct 2015)**

**Role: IT Recruiter**

**As a part of Talent Acquisition Group (TAG) Team, involved in end-to-end Recruitment Life Cycle**-

* Responsible for strong work planning and execution.
* Understanding requirement from the Recruiting manager and making strategies to fulfill them. This includes planning for day to day interviews and/or walk-ins etc
* Short listing candidates by conducting preliminary telephonic / personal interviews.
* Following up with selected candidates to confirm their DOJ and keep the respected departments informed of the same.
* Preparing and maintaining MIS Reports on a daily basis
* Worked with clients such as Deloitte ,Cognizant,Tech Mahindra ,NIIT Technologies ,KPMG ,Damco Solutions ,IBS ,Axtria ,Bridge Tree.
* Handled skills such as Java ,Dot Net ,Testing (Performance,Automation) ,UI Developer ,ETL Tools (Informatica,Abinitio,Datastage,Cognos,Teradata,Talend,Tableau) ,IBM Technologies (Mainframe ,AS400) , UI/UX Developer/Designer, Front End Developer, Full Stack Developer, ServiceNow Developer, Android & IOS Developer, Mobile Applications Developer, Python Developer ,Tibco ,Dynamics CRM ,Power BI ,MSBI ,Database Technologies (Oracle, SQL Server, PL/SQL) ,Oracle DBA ,Linux Admin

**Professional Qualification**

* Completed B.Com (Pass) from Delhi University in 2011.
* Completed MBA ( Human Resource & Marketing) from MDU University in 2013.

**Educational Qualification**:

* 12th from C.B.S.E. Board Delhi in 2008.
* 10th from C.B.S.E. Board Delhi in2006.

**Technical Skill**:

* Microsoft office, Internet

**Strengths**:

Good Communication & Negotiation Skills, Strong Inter-Personal Skills, Confident, Responsible, Flexible, Continuous Effort of learning, Active Team Worker.

PERSONAL PROFILE

Date of Birth : 4TH July

Father’s Name : Mr. Deshraj Raheja

# Marital Status : Single

Gender :Female

Nationality : Indian

Language Known: : English, Hindi

I hereby declare that the information furnished above are true to the best of my knowledge and belief.

Place: New Delhi **Neha Raheja**

Date: