**SUMMARY**

Thought leader and trusted aid with 13 Years’ experience in Global IT Talent Acquisitions function. Highly adept in building & leading Global Teams that deliver timely and quality hires.

* Designing and institutionalizing the entire recruitment and selection process to ensure the Recruitment Engine is properly structured to meet the ever changing demands of the business needs.
* Bulk hiring through Walk-in Interviews across multiple locations.
* Development & execution of effective multi-market recruiting and sourcing strategies that deliver top-quality talent and meet hiring plans in a timely & consistent approach.
* Provide Talent Acquisition leadership and guidance to Leaders, BU Heads by utilization of best practice models, processes and analytics.
* Group building, mentoring and guiding, providing leadership, fostering team development and staff appraisals.
* Leading & managing large scale Talent Acquisition activities for Global IT(USA, APAC,EMEA,SA) & PS Group
* Effective Time Management skills, Excellent motivational and communication skills.

**Core competencies:**

* Strategic Recruitment
* Formulation and implementation of Recruitment policy & processes
* Talent Acquisitions & Management
* Stakeholder Management
* End To End Recruitment

**PROFESSIONAL EXPERIENCE**

**Allegiance Consultants, Noida (Oct 2011 to till date)**

**Role:** Director- HR & Operations

**Responsibilities**

* Heading HR functions, Part of Leadership Team.
* Establish Relationships with Business Leaders and key Stakeholders with clear objectives, analyze and prioritize requirements along with timely communications.
* Responsible for PAN India Recruitment.
* Talent Acquisition - Accountable for high quality, on‐time recruitment across levels, attrition control & retention.
* Actively identifies gaps, proposes and implement changes necessary to cover risks.
* Formulation and execution of smooth Recruitment Policy and Processes.
* Responsible for managing recruitment function, identify and assigning the work to the Team/individuals.
* Devise Hiring Strategies along with the respective Sales / Delivery Head / Management based on the project plans,

which involves deciding on the number to hire, cost, the time frame and sources of hiring.

* Stakeholder Management (Gather and analyze data with useful metrics and timely communication).
* Initiated training & development needs for improved productivity, building capability and quality enhancement.
* Focus on optimization of Resource utilization and make a good match of skill, role, organization needs and employee aspirations.
* Employee Engagement Activities, Reward & Recognition Schemes, Talent Assessment, Leadership Development.

**INTERRA IT (Nov 2009- Dec 2010)**

([www.interraIT.com](http://www.interraIT.com), Noida)

**Role:** Manager-Resourcing

A global information technology organization with more than 17 years’ experience of providing software business solutions to Fortune 500 companies. It is amongst the leading software exporters from India serving over 100 customers worldwide. Accredited at SEI-CMM Level 5 and also ISO 9001:2000 certified, It delivers cutting edge IT solutions in Robotics, ISV, Mobile/Telecom, SCM, Pharmaceuticals, Life sciences & Healthcare, Retail & Logistics verticals. The company has developed innovative solutions that enable its customers to have real-time, end-to-end visibility and streamlined control over business functions and improve their performance. Headquartered in CA, USA and having ODCs in India (Noida, Kolkata).

**RESPONSIBILITIES**

* Smoothly managed the robust Recruitment Team.
* Talent Acquisition - Accountable for high quality, on‐time recruitment across levels, pan India for various skills
* Devise a Hiring Strategy along with the respective Sales / Delivery/ BU Heads based on the project plans, which involves deciding on the number to hire, cost, the time frame and sources of hiring.
* Stakeholder and Team Management.
* Tracking of resource movement between business units, Exits, Contracting, Sub-Contracting.
* Campus Hiring- participated in annual Campus drives.

**HCL Technologies Limited, Noida/ UK (Sep 2001- Oct 2009)**

Role: Manager HR- Europe

HCL Technologies is an Indian multinational information technology services and consulting company, headquartered in Noida, Uttar Pradesh, India. It is a subsidiary of HCL Enterprise.

**Key Result Areas: HCL Great Britain Ltd., London as Lead for Europe (‘05-‘08)**

* Spearheaded HR Operations for entire HCL - Europe entailing UK, Germany, Sweden, Holland& Belgium
* Contributed to tactical and strategic planning for HR function and represented as HR face in Sales Bids and Sales Pitch
* Innovatively designed a specific Performance Management System for clients
* Highly successful delivering the projects like **fresh rebadging of employees** and streamlining of all related activities like communication/payroll/benefits; conducted Due Diligence/TUPE on proposed new acquisitions

**Leading EHS/HRBP activities for HCL Europe Operations**

* Worked at HCL Europe onsite (London, UK) office for off an on 2 years and handled daily transactional load
* Liaising with UK Home Office for Work Permit approval for Engineers and Opex staff from India
* SPOC for all Europe Payroll related escalations
* Handling BUPA and other medical coverage for Europe employees
* Implemented SAP HR with other SAP Core team members.
* Formation and implementation of effective HR policies & processes.
* Administer Performance Management process.
* Training & Development need analysis with focus on Organization wide Competency improvement.
* Responsible for implementation & maintenance of HRIS.
* Oversee Payroll & Compensation Management
* Proficiency in managing tasks involved in recruitment process including sourcing, screening, short listing the candidates, scheduling/ conducting interviews and finalizing salaries.
* Holds the distinction of designing various benchmarking & HR Surveys,
* Possess sound knowledge of ERP – HR.
* A keen communicator with the ability to relate to people across all hierarchical levels in the organization.
* Clear on Transfer actions viz Domestic Transfers, International Transfers, Separation Actions, Creating Positions under Org Structure, creating Personnel Sub Areas, Deletion of Employee records, Hiring & Re-hiring of employees.
* Handling UK, Germany, Belgium, Netherlands, Sweden & Switzerland Payroll in SAP.
* Having ownership of SAP HR Transfer & Hiring sub modules.
* Coordinating with the core HR team in achieving hiring targets.
* Preparation of Monthly Manpower Headcount Report, Budget Analysis Report, Time Sheet Reconciliation Report for Engineers and other Billable staff
* Attrition Analysis

**Newtron AG, Gurgaon**  **(Dec 1999 – Aug 2001)**

Newtron AG is an IT Development company providing Solutions and Services company with offices across the globe. Head Quartered in Germany with other office in US, UK, France, India, Indonesia, Hong Kong, Australia and New Zealand. It offers cutting edge technology solutions for Automotive, Energy & Utility, Retails & Logistics, Finance, Banking and Telecommunications. A largest implementer or of Ecommerce.

**Role:** Senior Executive / Lead - Resourcing

**RESPONSIBILITIES**

* Talent Acquisition - Accountable for high quality, on‐time recruitment across levels, pan India.
* Responsibility encompasses working out the source, time-line, geographical location, target companies and hence formulation of detailed recruitment strategy for a given recruitment project / target.
* Managed USA & APAC accounts (Telecom, Mobile, SCM/CRM, Life sciences & Healthcare, Retail, Finance & Insurance) for various Offshore / On-Site Projects mainly on SAP ERP.
* Interaction with Client/Customers/BU Heads on real time basis to understand and provide the business solutions based on their feedback/comments.
* Negotiate contract rate/terms with individual consultants and contracts for IT & PSG.

**Achievements:**

* Trained in Germany for core technical recruitments
* Promoted within 6 months of joining.
* Contributed significantly towards organization’s early ramp-up phase increasing headcount from 200 to 1000.
* Played significant role in improving the recruitment model to bring down the cost of recruitment.

**RESPONSIBILITIES**

* Talent Acquisition - Accountable for high quality, on‐time recruitment across levels, pan India.

**EDUCATIONAL QUALIFICATION**

* MBA/PGDM in HRM from Symboisis, Pune
* B.Com from Delhi University.

**PERSONAL PARTICULARS**

Sex : Female

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Marital Status : Married

Visa : Valid B1 Visa for USA.

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