

## RADHIKA BELLURE

- Email ID: bradhika.1110@gmail.com
- Contact: +91 8446268108

[in https://www.linkedin.com/in/radhika-bellure-4b4926a1/](https://www.linkedin.com/in/radhika-bellure-4b4926a1/)

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### Summary:

- Human Resources Professional having around 6 years of progressive experience in Talent Acquisition covering Lateral Hiring and Executive/ Leadership Hiring.
- Extensive experience in sourcing and delivering end to end recruitment across levels and various domains for IT Services Hiring in a fast-paced work environment.
- Partnering with hiring managers and building strong collaborative relationships to understand their hiring needs and design recruiting strategies to deliver top quality talent within budget and specified time.
- An effective communicator with strong interpersonal skills, highly enthusiastic and motivated individual.

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### WORK EXPERIENCE

Company	Application Software Technology Pvt Ltd ( <a href="http://www.astcorporation.com">www.astcorporation.com</a> )
Role	Sr. Consultant - Talent Acquisition
Tenure	16th June 2015 to till date
Responsibilities	<ul style="list-style-type: none"><li>• Experienced in handling end-to-end recruitment in various information technology skills for different business units.</li><li>• Stakeholder management involves partnering with business leaders, hiring managers, recruitment head to design staffing strategy thereby hiring the best talent, and to understand the requirements. Regular recruitment reviews, ensuring timely delivery, and maintaining TAT.</li><li>• Eminent in sourcing thorough job portals, LinkedIn, internal references and social media. Passionate about sourcing and develops and maintain an efficient sourcing mechanism for all the hiring requirements.</li><li>• Ensure proper HR screening as per set parameters for all relevant profiles with HR assessment sheet duly filled in</li></ul>

- Initiate and closure of offer negotiation based on predefined salary matrix and approval grid specified by the organization.
- On-boarding of new employees and joining formalities
- Publishing Offshore Hiring reports to the Onshore Practice Vice-Presidents, Directors and Onshore HR Team on weekly basis.
- Generating and maintaining database of candidates.
- Vendor management involves building vendor relationships and monitoring vendor performance through business matrices to effectively improve candidate conversion ratios & overall quality of vendors to the business.
- Contributing to employee engagement programs.
- Initiating Background Verification Check of new employees.

## PREVIOUS EMPLOYMENT DETAILS

<b>Company</b>	<b>Tata Consultancy Services (<a href="http://www.tcs.com">www.tcs.com</a> )</b>
<b>Role</b>	HR Associate (Talent Acquisition Group - Lateral Recruitment)
<b>Duration</b>	20th May 2014 to 5 <sup>th</sup> June 2015
<b>Company</b>	<b>Sampoorna Computer People (<a href="http://www.sampoorna.com">www.sampoorna.com</a> )</b>
<b>Role</b>	Associate Recruitment Executive
<b>Duration</b>	29 <sup>th</sup> July 2013 to 29 <sup>th</sup> March 2014

## EXTRA-CURRICULAR ACTIVITIES

- Awarded for Q-4 2019 for “Valuable Team Player” at AST LLC
- Organize Team Outings every quarter and Secret Santa Event annually at AST India
- Active Member of Organizing Committee - AST Cricket Premier League (APL)
- Organized AST Fitness Challenge’19

- Participated in APL 2018 & 2019 Cricket Tournament
- Organized Eye check-up camp and Full body check-up at AST India in 2015 & 2016
- Organized “Yoga and Zumba Sessions” at AST India for employee’s health and fitness in 2015.
- Volunteered in TCS Fit for Life Campus Challenge 2015

#### EDUCATIONAL DETAILS:

Degree	Board/University	Year of Passing	Percentage/Grade
PGDM (HR+IB)	Suryadatta Institute of Management & Mass Communication	2013	74%
Bachelor of Business Administration	Karnataka University Dharwad	2011	81%
STD XII	Karnataka University Dharwad	2008	71%
STD X	CBSE, Karnataka	2006	74%

#### PERSONAL DETAILS

Name	Radhika Bellure
Date of Birth	11-10-1990
Marital Status	Single
Permanent Address	Undri, Pune - 411060
References	Available upon request

#### Declaration

I hereby declare that all the information given above is true to the best of my knowledge and belief.

Place: Pune

Date:

Radhika Bellure