

# MEGHNA GUPTA

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## Core competencies

Talent Acquisition	Strategic Recruitment	IT Recruitment	Requirement Gathering & Analysis	Sourcing (Direct& Indirect)	Stakeholder Management
Recruitment Analytics	Candidate Experience	Market Research & Insights	Quality of Hire	Candidate Relationship Building	Talent Mapping

## EXPERIENCE

**JULY2017 – TILL**

### **SENIOR TALENT ACQUISITION-PRAMATI TECHNOLOGIES(PRODUCT BASED ORGANIZATION)**

- Understanding the strategic staffing needs of the stake holders and hiring managers. Designing innovative sourcing strategies and leveraging resources to recruit high caliber candidates through online job portals, social media, internet searches, professional networking etc.
- Building and maintaining talent pipelines, engaging and informing high caliber professionals interested in aligning with Pramati Technologies, about upcoming opportunities
- Managing the entire recruitment cycle i.e. sourcing, interviewing and candidate selection, interview coordination, offer negotiations , pre and post on boarding process Liaising with Business Relation Partner (BRP) / Hiring Leaders (HL) for understanding business requirements and manpower planning.
- Facilitating and driving Interviews (Panel selection, feedback solicitation and review, fitment positioning, finalizing and issuing employment offers, on boarding etc).
- Developing dashboards for business operations, periodic reviews, maintaining key Recruiting metrics to measure efficiency of Recruiting (TAT, Source Utilization, cost of hire & quality of hire. and Requisition
- Ensuring timely closure of the open positions and effectively highlight challenges well in advance.
- Building and implementing sourcing, selection and networking strategies to hire in a Cost effective and efficient manner
- Detailed offer discussion and salary negotiations with selected candidates for key positions.
- Preparing offer letters/ appointment letters, finalizing joining dates

**JAN 2017 – MARCH 2017**

### **SR IT RECRUITER, IDC NOIDA**

- Hands on Experience in End to End recruitment process. Clients-Wipro,HCL

**AUG 2015 – DECEMBER 2017**

### **IT RECRUITER, PRYAMID IT, NOIDA**

- Hands on Experience in End to End recruitment process. Clients-Wipro.

JAN 2013 – MARCH 2015

### IT RECRUITER, TCS, NOIDA

- **Recruitment Experience Expert**- Working closely with Business, recruiters, sourcers, candidates and other human resources professionals in support of a Business Hiring Needs
- Hiring for Multiple IT skills..
- Working on lateral hires mostly 3-10 Years of experience range
- Strong domain knowledge and expertise in **hiring critical needs** .
- Possess great **convincing and negotiation skills**
- Experience in creating TCS value to new heights
- Instrumental in closing Account Specific needs
- Managing Stock holders for various skills. Talking to Senior Directors/Business Stakeholders and understanding the requirements for various projects
- Been a part of TCS core talent team
- **Training/ Mentoring new** hires for different skills and processes
- **Controlling hire loss** for the organization by helping different recruiters on case to case basis
- Sound understanding of recruiting through portals and social media tools
- Expertise in sourcing for **critical hiring roles**
- **Managed large teams** in absence of the Team Lead/ Manager
- Helped in getting offers approved of the entire team
- **Data management on MS-Excel.**
- Consult with Business to discover staff requirements and specific job objectives
- Use of recruiting tools like tests and assignments to assess candidate's skills
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## EDUCATION

MARCH 2016

**MBA**, AMITY UNIVERSITY NOIDA

JUN 2012

**B.TECH**, UPTU

## SKILLS

- **Application:** MS Office
- **Operating System:** Windows 2007, 2010
- **Recruitment Tools & Sources:** LinkedIn, IIM Jobs, Naukri, Indeed, Referrals, ATS, Career page

## PROFESSIONAL CERTIFICATES

- HR generalist practical Training from Spectrum Infogain Services, Noida For 4 Months  
Modules:- Recruitment & Selection, PMS, Training & Induction, Salary, Exit formalities etc
- Attend a training session on "Evaluation of Training and development" in Universal Glass, 2014
- Done a summer training on "ASP.NET WITH C#" in program organised by "HP Education Services", 2011

## **Appreciation & Rewards**

- Won TCS GEMS
- Coordinator of many events for MIRAGE'11 at College level.
- Attended workshop on ETHICAL HACKING.
- Won several prizes in sports at college as well as school level.

## **PERSONAL DETAILS**

Date of Birth: January 07, 1990

Languages Known: English & Hindi

Marital Status-Married

References: Available on request