Experienced Recruitment professional with more than 7 years of multifaceted experience with a demonstrated history of working in the investment management industry. Skilled in Permanent Placement, HR Consulting, Deferred Compensation, Executive Search, and E-Recruitment.

Ruchi Sinha 🖂Email: ruchi3012@gmail.com

✆ Mobile: 7893106443

Educational Qualification:

MBA( HR& IR), 2008 , International School of Business & Media, Pune

B.A English Hons Ranchi University ( St. Xavier’s College )

Deloitte Consulting USI ( C2H ),Hyderabad

COE, Talent Partner for Enterprise Operations

Jue 2018 – May 2019

* COE for SAP service line.
* Making Recruitment Strategies to close the OB.
* Stakeholder Management.
* Vendor Management.
* Reporting w.r.t. to the hiring status for different skills/capabilities, hit ratio, conversion ratio, etc.
* Market Mapping for niche skills.
* Managing CRM and Sourcing team members for the concerned SLs.
* Offer Negotiations.
* Organizing Referral events.

INVESCO, Hyderabad

Sr Partner Talent Acquisition

From January 2013 to December 2015

* End to End Hiring (from Requisition to On boarding) for IT, Investment Operation, Finance & Accounting, Audit, Compliance, HR & Other Operational horizons
* Handling Internal Job Posting, Hiring through Business Partners and external hiring.
* Closely work with Hiring Managers in identifying interview panel, making the Hiring Plan/strategy, defining the interview process.
* Drive the weekly/monthly/quarterly hiring connect with the business.
* Preparing different reports w.r.t. hiring, make relevant PPTs and present it to the Hiring Manager.
* Conducting HR discussions.
* Initiate the BGV process.
* Preparing the offer In line with Market data and internal parity.
* Planning and executing events for faster closure of open positions.
* Planning and execution of GRP hiring.

Navayuga Infotech, Hyderabad

Sr HR Executive - TA

August 2010 October 2012

* Deliver as an individual contributor, responsible for the entire life cycle of recruitment including effective sourcing and mapping of key talent from the industry.
* Negotiate the compensation packages and coordinating the other aspects of hiring to get the candidate on board.
* Deliver on ambitious staffing targets while maintaining excellent relationships and reporting with stakeholders
* Engage with the business in terms of their growth and advise them on staffing decisions appropriately.
* Maintain Digital Records & necessary Recruitment trackers for position worked on in earmarked folders as per CMMI quality standards.
* Assisting Head Talent Acquisition in preparing MRM(Management Review Meetings) Reports, Recruitment Metrics, CAPA(Corrective and Preventive action) Tracker etc.
* Hired Senior Strategic Talents (Managers, Project Managers, & above) for various Practices like

Presales, SaaS, Enterprise products, RAPDRP, etc.

Infortale Communications Pvt Ltd.

Sr HR Executive

March 2009 till June 2010

* Providing end to end HR support.
* Continuous follow up with the senior management, meeting, discussing the improved processes and making the required enhancements.
* Deploying best HR practices and enhanced self-driven processes to expedite a smooth functioning of the organization.
* Managing Induction Programs; supervising the completion of joining formalities and ensuring that employees settle into their new roles.
* Running the complete recruitment process by sourcing best profiles and conducting face to face interviews.

Mafoi Management Consultants Ltd

 Associate – IT Recruitment

 August 08 Till March 09

* End to end IT recruitment for key clients.
* Responsible for articulating and negotiating job offers with candidates and clearly communicating all aspects of the offer including the salary, benefits, bonuses, relocations, etc
* Follow-up with candidates for Post-Employment Reference Checks, Notice Period Negotiations, etc till joining.
* Pursue client relationship management so as to maintain a good C-SAT Score
* Key Clients handled: Thomson Reuters Corporation, IBM Pan India, CTS, CapGemini, R S Software, Intelligroup