##### Ankita Buchasia

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**Recruitment specialist with rich experience of 6 plus years with a demonstrated history of working in Technical, Consulting, Financial, Research, Marketing, legal, Products and service industry.**

knowledge24x24icons**CAREER ABRIDGEMENT**



* **Planning, Sourcing, Recruitment, Talent Mapping, Strategizing, Stakeholder management, Head Hunting and Talent Acquisition across managerial levels.**
* Strong ability to screen, review and deploy the potential candidate at the right time.
* Experience of **Workday Recruitment.**
* Full stack recruitment with market research and in-depth interviews for critical hiring needs.
* Proficiency in hiring skills like **Full stack developers, Python, PHP, Data science, Machine learning, Artificial intelligence**, **Oracle, SQl , Test engineers, Market Consultants, Business Consultants.**
* Creation of reports using **HR analytics** tools **Power BI and Tableau.**
* Coordinating with vendor counterparts and stakeholders for successful delivery of a desired role.
* Detail oriented person with excellent analytical, relationship building, writing and presentation skills.

**core24x24icons CORE COMPETENCIES core24x24icons SOFT SKILLS**



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| --- | --- |
| * **Recruitment/ Talent acquisition** | * **Compensation Negotiation** |
| * **Talent sourcing** * **Talent mapping** * **Stakeholder management** * **Candidate Management** * **HRIS** * **Employee referrals** * **Vendor Management** * **Workday** | * **Client Management** * **Networking** * **Team management** * **Leadership hiring** * **ATS** * **LinkedIn** * **Boolean Searches** * **HR Analytics** |

**exp24x24icons ORGANISATIONAL SCAN**



**Since Jan’19 till Present Gartner Research and Advisory, Gurgaon**

**As an Inbound Talent Sourcer**

**Notable Attainments:**

* Ensuring that the **recruitment targets** are met within the defined timelines, at the same time focusing on quality of hires and focusing on Low cost hiring.
* Involved in sourcing through various channels like **Portals, Linked-in, social media, Employee Referrals.**
* Experience in offering Support to remote and onsite hiring through multiple channels.
* Currently managing PAN India location across varied Gartner offices (Bangalore, Hyderabad, Gurgaon, Mumbai)
* **Stakeholder Management**, synchronizing the requirements with the business, calibrating the business/ stakeholders about the availability of candidate pool in the market.
* Have been actively involved in **data mining** and **attrition analysis** across the industry to identify and control attrition and different level.
* Managing the overall candidate management through **Workday and internal tool.**
* Creating the hiring plan and formulating relevant technical recruitment strategies for skills like **Fullstack developers, Technical lead, Software Engineers, Senior Software Engineers, Power BI Developers, Data Scientists, Data Analysts, IT project managers, IT Directors, Salesforce developers, Help desk Support , Network support Engineers, Test Engineers.**
* **Candidate Management** – Taking the candidate through the interview process, offer negotiations keeping in mind skills, internal parity etc., follow up with the selected candidates till on-boarding and ensuring a good candidate experience all throughout.
* Actively participated with the **top Leaders** within and with other industry to learn and to help the team across the industry to do research at multiple levels of resourcing and to come up with the most effective resourcing channel and strategy to improvise and make the sourcing engine robust and more effective.
* Varied experience in **Boolean searches** through **job portals like Naukri, Monster, Times jobs, Linked in.**

**Oct’17- Dec’18 Accenture, Gurgaon**

**As Recruitment Analyst**

**Notable Attainments:**

* Facilitate and hold the bar in calibration and decision meetings with leadership on potential candidates and manage integration and onboarding activities.
* Manging the Recruitment applications through **Workday .**
* **Promoted to Recruiting Analyst** and responsible for the delivery of candidates to meet the recruiting demand based on the Recruiting Plan for the skills like **Software engineers ,IT project Managers , Technical business Analysts,Help desk Support , IT Director, Cloud Architect .**
* Managing full life cycle of recruitment with strong Stakeholder & Candidate management through **Mass Hiring, vendor hiring, ATS, employee referrals, Naukri , Linkedin.**
* Conducts applicant tracking system audit and makes corrections in HRIS or applicant tracking system as appropriate
* Proven experience supporting multiple Stakeholders and reports creation through **Tableau**

**March’16-Oct’17 Tech Pro Staffing**

**As a Recruitment Specialist**

**Notable Attainments:**

* Recruitment for skills like **Software Engineers, Developers, testers,**
* Offer negotiation, Compensation creation , offer release .
* Vendor management, stakeholder management.
* Effective sourcing through **Mass Hiring, vendor hiring, ATS, employee referrals, Naukri , Linkedin etc.**

**Jan’15-March’16 Aditya Birla Group, Gurgaon**

**As Talent Coordinator**

**Notable Attainments:**

* Create and execute recruiting strategies that identify, recruit and qualify highly talent..
* Trusted adviser to management on identification, selection and offer process.
* Build solid relationships with leadership teams and serve as a partner before, during, and after the recruiting process.
* Be proactive in networking, cold-calling, and “deep diving” into passive candidate networks throughout various markets.
* Utilizes multiple sourcing channels to identify top talent for talents like **software engineers, Finance executive, customer support , Operations manager, Brand Managers etc.**
* Involved in CSR activities, Attendance management, payroll management .
* Lead the recruiting process from sourcing to final offer..
* Manage and influence complex partner relationships to ensure overall staffing objectives are met.

**ACADEMIA**



**2015 Masters in Human Resource Management, Banaras Hindu University , BHU**

*Secured 8.5 CGPA (Topper with 85%)*

**2012 B.com from TMBU**

*Gold Medallist(Topper with 75%)*

**2006 12th from St. Joseph’s School**

*ICSE board Topper with 90%*

**2004 10th from St Teresa’s School**

**Certification**



* **Tech Recruiter Certification**
* **Yellow Belt certification – Lean Recruitment**
* **Tableau certified**