**Sneha Bazar**

Talent Acquisition Specialist

Email: bsneha.1992@gmail.com, Ph: +919000903311

<https://www.linkedin.com/in/sneha-bazar/>

HR professional with progressive accomplishments in the area of Talent Recruitment and Acquisition - (technical and non-technical). Experience working in fast-paced environment, leading recruitment activities end to end, managing key stakeholders, delivering as per expectations.

|  |  |
| --- | --- |
|  | **ACADEMICS** |
|  |  **Degree** PGDM (HR & Marketing) |  **Institute/University/Board** IMT - Hyderabad |  **Year** 2014 -2016 |  **%/CGPA** 7.4 |
| B.tech -CSE | Sri Devi Engineering College/JNTU | 2013 | 68% |
| Class XII | Sri Chaitanya Junior College/A.P | 2009 | 80% |
| Class X | Bharatiya Vidya Bhavan’s Public School/CBSE | 2007 | 76% |
|  | **PROFESSIONAL** **EXPERIENCE** |
| **Talent Scout - GAP IT Services, GAP Inc. Oct’18 to Present*** Recruiting for a business vertical (Network engineering, Infrastructure management, Shared services, Cloud and Automation) at Hyderabad Development Center HDC.
* **Stakeholder Management** - Partnering with hiring managers for Recruitment - involves Requirement gathering, planning, conducting interviews, reviewing the req’s with business leaders along with HRBP’s. Collaborate with vendor teams for hiring –aligning with expectations, defining TAT’s etc.
* **Vendor Management** –Working with multiple vendors, driving recruitment activities end to end that include -requirement sharing, aligning expectations, coordination, building pipeline, interview coordination, weekly reviews, planning and executing recruitment drives, compensation approvals, processing offer letters.
* Recruitment of FTE and Contractor roles. Represent hiring progress in weekly Business Reviews.
* POC for Employee Referrals. **Referral process management** - includes referral tracker, referral communication and referral payouts.
* Maintaining & reporting data weekly.

**Talent Acquisition Specialist - NowFloats Technologies****Talent Acquisition**: **Sept’16** **to** **Sept’18*** Implemented **end to end recruitment** process – Sourcing, screening, interviews, selection, Salary negotiations, release offers at Headquarters”.
* Hiring for Non tech and few Tech requirements. Majorly for Sales/Business Development roles that range from entry level to leadership level along with other hiring for other functional/support teams.
* Recruiting Tools & Systems Used – LinkedIn, AngelList, IIMjobs, Naukri, Hirist, Recruiterbox, Taleo.
* An overview of the positions handled: Sales Managers, Sales Consultants, Inside Sales Managers, Marketing Managers, Branch Managers, Key Account Managers, Recruiters, Client Servicing Associates.

 **HR Operations**:* Conducted Employee Engagement Activities that includes – fun activities, surveys to get insights & employee feedback through **Hyphen – Employee Engagement Platform**.
* Implemented Appraisal Process for the Financial year for Sales employees.
* Managed PIP cases and Reported Attrition Analysis across all branches.
 |
|  |
|  **SUMMER INTERNSHIP – Sales Training | TATA CROMA Mar’ 15 – Jun’15*** Designed a training module that focused on Scenario-based learning (SBL).
* Created and designed content for trainings – product and behavioural.
* Improved the effectiveness of training process through monitoring, evaluations and feedback.
 |
|

|  |
| --- |
| **Certifications** |
|   CERTIFIED RECRUITMENT ANALYST | CAMI | MIDDLE EARTH CONSULTANTS **Sept’16** CERITIFIED TECH RECRUITER| hirist.com **May’20** |
|   **Personal Details** |
|  DOB: 19th August, 1992 Languages Known: English, Hindi, Telugu Location : Hyderabad  |

 |