

# Savita Bhadoria



savitabhadoria@yahoo.com



+91 8861166326



[linkedin.com/in/savita-bhadoria-9564678a](https://www.linkedin.com/in/savita-bhadoria-9564678a)

## Summary

Talent Acquisition professional with 10+ years of experience in the Staffing Industry, Mortgage, Reinsurance, F&B & IT sector. Currently handling end to end IT hiring for Oracle Technologies, Microsoft Technologies, Amazon Web Services, Business Intelligence, Managed Services, Cloud Integration, Cloud, Advanced Data Analytics, Cloud Migration.

## Experience



### Information Technology Recruitment Consultant

#### Version 1

Jul 2020 - Present

- Managing Team of 6 members to close the requirements.
- Working closely with stakeholders to fast-track the process.
- Managed IJP by providing the existing bench resource details to the practice before the job is raised externally.
- Analyzing internal pool availability by constant follow-ups with stakeholders. (White Space management)
- Managing employee referral policy.
- Handling onboarding & pre-onboarding.



### Assistant Manager

#### Diageo

Sep 2019 - Jul 2020 (11 months)

- Handling hiring for HR, Legal, Marketing, IT & Finance (Pan India).
- Responsible for end-to-end recruitment.
- Handling IJP's for all the practice across PAN India.
- Analyzing internal pool availability by constant follow-ups with stakeholders.
- Responsible for closing the offers via Workday and generate the offer illustrations.
- Screening the profiles and share with the respective stakeholders.
- Taking care of Onboarding formalities.
- Daily kick-off calls with stakeholders to ensure if they are getting accurate profiles.
- Responsible for the Management Trainee Hiring from Tier 1 institutes across all the functions.



### Talent Acquisition Specialist

#### Swiss Re

Feb 2019 - Aug 2019 (7 months)

- Responsible for end-to-end recruitment, releasing offer letters, update the system hire tracker for new joiners.
- Develop and provide direction to the APAC regional TA team.
- Managing IJP for FinRe.
- Taking care of leadership hiring, Mid-Senior level hiring in the technology R&D and Datasciences

- Screening of the candidates from SAP (Success Factor) moving them to relevant buckets.
- Closing the task on HCAM Navigator and Contact One as per TAT assigned.
- Coordinating with the stakeholders for the open positions and interview scheduling via portals and through vendors.
- Handling weekly meetings with the business to maintain better communication & transparency.
- Ensure all jobs are active with the vendors and live on all the job portals via e-recruiting tools.
- Weekly meetings with the transition team to discuss all transition has been approved for all the open positions.



## **Senior Human Resources Recruiter**

### **Altisource**

Jun 2018 - Dec 2018 (7 months)

- Responsible for all recruitment activities through alternate channels (non-vendor).
- Hands on experience of ATS (Greenhouse).
- Responsible for leadership hiring for IT and Non-IT.
- Extensive experience in using job boards for sourcing and screening as LinkedIn, Naukri, Referrals.
- Engaging with prospective candidates through online and offline channels to convert soft leads to hard leads.
- Ensure seamless on-boarding process of all hires - Offer letter generation, BGV process and start date schedule.
- Publish Weekly/ Monthly dashboard on hiring status/ updates to the Leadership team
- Mentoring and coaching the new hires and other team member.



## **Team Lead**

### **Quess Corp Limited**

Feb 2017 - Jun 2018 (1 year 5 months)

Managed End to End Recruitment for 50+ clients. Understanding the client's manpower requirement in different skill set categories.

- Leading team of 22 recruiters and helping them to achieve the targets.
- Interviewing and short listing of walk-in candidates.
- Sourcing Prospective profiles through Job portals and referencing.
- Ensuring proper co-ordination between clients and candidates.
- Follow up with the joining formalities, invoices and billing process
- Keeping track of the complete placement cycle, from first round of interview till joining
- Promptness in closing the open positions by identifying the best talent from diverse sources
- Handling Volume hiring to Mid & Senior level positions
- Appointed as a SPOC for multiple clients and help the team to achieve the desired targets as required



## **Assistant Manager**

### **Apex Group**

Jan 2015 - Sep 2016 (1 year 9 months)

To Manage end to end recruitment.

- Create and present offer recommendation to hiring managers, extend offers, and manage offer negotiation to all internal and external candidates.
- Work in partnership with managers to provide challenge, advice, direction and support on recruitment strategy, delivery and related policies and procedures.

- To coordinate with all hiring managers and understand their manpower requirements and fill the vacancies at the earliest
- Facilitate the process of staff recruitments
- Keep records of all approved staff requisition forms
- Compile and screen applications.
- Handling team of 2 recruiters.



## **Sr.executive HR**

Aadhar Group

Jan 2011 - Jan 2015 (4 years 1 month)

- Handling complete end to end Recruitment cycle - Sourcing, Screening and Evaluating the profiles
- Hiring at all levels exclusively into Marketing, sales, Finance, Construction and Operations.
- Screening of resumes and short-listing them at initial level through various Job boards.
- Framing of Job Descriptions and updating it on lines with the business requirements.
- Conducting referral checks.
- Preparation of letters such as Offer letters / appointment letters.

## **Education**



### **Jiwaji University**

Master of Business Administration (M.B.A.), Human Resources Management and Services

2010 - 2012



### **Prestige Institute of Management & Research, (PIMR)**

Event Management, Diploma

2010 - 2011



### **ITM UNIVERSITY, GWALIOR**

Bachelor of Business Administration (BBA), HR/Marketing

2007 - 2010



### **Ebenezer Higher Secondary School**

Secondary school

2004 - 2005

## **Licenses & Certifications**



**Onboarding New Hires as a Manager** - LinkedIn



**Performance-Based Hiring** - LinkedIn



**HR as a Business Partner** - LinkedIn

 **Preventing Harassment in the Workplace** - LinkedIn

 **Interviewing a Job Candidate for Recruiters** - LinkedIn

## **Skills**

Recruiting • Vendor Management • Stakeholder Management • Talent Acquisition • Strategic Planning  
• Human Resources • Market Research • Business Strategy • Performance Management • Hiring