Savita Bhadoria

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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

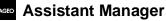
Jul 2020 - Present

- 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.



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



n Onboarding New Hires as a Manager - LinkedIn



Performance-Based Hiring - LinkedIn



in HR as a Business Partner - LinkedIn

in Preventing Harassment in the Workplace - LinkedIn

in 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