

Poonam Bhatia

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Summary:

Recruitment Enthusiastic with 5.10 Years of comprehensive industry experience in Recruitment, Talent Acquisition. Seasoned Recruiter with experience in various facets across domain - Product hiring, Social Media hiring, Referral Hiring Leadership hiring, Niche skill hiring, Bulk hiring, Lateral hiring, Fresher hiring, Campus hiring. Extensive experience of full cycle of hiring, End-to-End Recruitment and Stakeholder management.

A resourceful, solution-focused professional with excellent interpersonal and relation- building skills to manage and engage the talent and provide great candidate experience.

Goal-oriented individual with strong leadership, team handling capabilities.

Proficient with various recruitment tools like Naukri, LinkedIn, Indeed, Monster, IIM Jobs.com and Hiris.com.

Knowledge Forte / Specialties:

Talent Acquisition • Recruitment • Strategical Hiring • Salary Negotiations • Vendor Management • Staffing • Documentation • Employee engagement • Onboarding • Organizational Development • Employee Communication • PAN India Hiring • Employee Engagement & Relations, HR Administration • Recruitment & Selection • Corporate Celebration • Grievance Handling

Professional Snapshot:

1. Navisite India Pvt. Ltd. (Dec 2019 to till date) – Associate Talent Acquisition
2. 360 Degree Cloud Technologies (June 2016 to Sep 2019) – HR Recruiter
3. Opt Consultancy (March 2015 to Feb 2016) - Consultant

Work Experience:**Associate Talent Acquisition from December 2019 to Present – Navisite India Pvt. Ltd. - Gurgaon**

Responsible for Middle level to Leadership Hiring of various Technical/Non-Technical Verticals Engineering, Database Managed / Professional Services, Applications, Network Security, Salesforce, Java, PHP, Android, IOS, Subject matter expert, Marketing Operations, BA, Customer Success, IT Support, HR and Finance.

Expertise in Stakeholder Management i.e. independently communicating with partner level people regarding the requirements for their respective functions along with required inputs on the market trends.

Ensuring appropriate channel mix by stimulating IJP process within the organization, managing employee referrals and direct applications by various drives to ensure low cost hiring.

Engaging into achieve the threshold of diversity % on monthly basis as part of Diversity and Inclusion in the company.

Serving as a trusted advisor to the stakeholders on latest market trends, pool availability for critical roles and help in developing a strategy and roadmap to close the roles.

Responsible for cost effective hiring by maintaining healthy source mix: job portals, LinkedIn, employee referrals, social media hiring and vendor hiring.

Reparation of Recruitment Metrics and presenting to the Higher Management on the progression of the

Recruitment on Monthly basis.

Planning strategy in terms of numbers, sourcing channels to be used, and logistics to achieve targets.
Providing external market intelligence of the required skill versus availability to hiring manager.

Engaged in extended recruitment activities i.e. planning, Pre joining engagement, executing and staffing.

HR Recruiter cum Administrator from 2016 June to 2019 Sep– 360 Degree Cloud Technologies - Faridabad

End to end recruitment lifecycle (through online portals), Naukri.com, LinkedIn, Social Media, Job Boards, internal reference etc. Driving the recruitment for IT Verticals and Support functions across all level positions. Extensive experience in ramping up for Salesforce, Java, Android, IOS, Web Designing / developing, JS, Angular, Automation Testing, .Net, Business Analysts, Finance, Bidding, Customer Success, Marketing and HR. Handling the entire recruitment cycle including reviewing the resumes for a requisition and pre-screening of candidates with respect to communication and skillset, floating IJP, job posting, interview scheduling and coordination, selection and offer discussions and negotiations. Organizing and managing recruitment events, weekend drives, walk-in drives for timely closure of requirements. Hands-on experience of using job portals Naukri, Indeed, Times Job, Shine & LinkedIn as hiring tools. Maintaining and updating. Complete the Reference check process for upcoming joining's. Conduct induction program and organize all the joining formalities for the new joiners. Maintain the attendance record of employees from biometric, creation of punches records, deletion of punches records, handling complete biometric issues with the help of backend team. Handling employee's engagement activities, weekly Monday dance activity, o festivals events. Managing the attendance on drive and leaves.

HR Consultant from 2015 March to 2016 Feb– OPT Consultancy – Faridabad

handling multiple Clients and First point of contact on Requirements. Planning and prioritizing the client's requirements which initially include basic understanding of required skill set. Establish and maintain good relationships with clients through regular telephone contact and ensure a quality service is provided at all times. Effective co-ordination with client on scheduling, updates on selection and on boarding. Getting, analysing, discussing and understanding requirements from the clients. Preparing and posting job-advertisements to attract potential candidates. Sourcing and validating profiles based on the specifications received from client. Speaking with candidates & negotiating salary, role, and location related mandates. Getting feedback from the recruiters on the candidates interviewed. Maintaining regular communication with the selected candidates. Ensuring higher Offers-Joiners Ratio by constant follow-up. Furnishing documentary and joining related formalities.

Academics:

Education	University
Bachelor Degree	Sikkim Manipal University, 2013, 1 st Div.
Intermediate	G.G.S, Faridabad, 2010, 79% Marks
Matriculation	M.V.D High School, Faridabad, 2008.75% Marks

Personal Profile:

Date of Birth : 16 April 1992

Nationality : Indian.

Language Known : English, Hindi

Declaration:

I hereby solemnly affirm that all the facts stated above are true to the best of my knowledge and I myself will responsible if any of the information is found to be wrong.

(Poonam Bhatia)

Date:

Place:

