

RUCHI SHARMA

TALENT ACQUISITION SPECIALIST



PROFILE

A passionate Talent Acquisition professional with 10+ years of experience in recruiting middle to executive level positions for diversified industries. Excellent expertise and skills in sourcing, recruiting, cold calling, headhunting, and talent mapping to attract senior executives from all over the industries. Expert in closing niche and rare positions across all domains.

PROFESSIONAL SKILLS

- Talent Acquisition
- Delivery Management
- Client Management
- Salary/benefits negotiation
- Head Hunting
- Vendor Management
- Onboarding & Induction
- HRIS & MIS

EDUCATION

- ANNAMALAI UNIVERSITY
M.B.A. - HRM & Finance | 2010-12
- GUJARAT UNIVERSITY
B.Com | 2007 - 10

ACHIEVEMENTS

- Received spot bonus in 2019 for successfully organizing recruitment drive at INEOS Styrolution
- Closing 80+ positions in 2019 for a greenfield project for INEOS Styrolution
- Won "Performer of the month" in 2016 & 2017 in Collabera Technologies private limited
- Awarded as the Best Recruiter for Dec 2012 - March 2013 in Universal hunt
- Won the recognition award as the strategic professional for building up the strongest delivery team
- Generated the highest revenue among all the 6 branches of Universal hunt in December 2013.
- Received Token of appreciation from Big Giants based at different global locations in universal hunt

CONTACT

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PERSONAL DOSSIER

Date of Birth: 3rd December, 1989

WORK EXPERIENCE

INEOS STYROLUTION INDIA LIMITED

Talent Acquisition Specialist | Oct 2017 - Present

- Manpower Planning
 - To support Head-HR for Headcount planning, recruitment budget and estimated employee cost for the year
- Handling of End to End recruitment activities
 - Proactively arrange sourcing of candidates based on approved JD using methods such as LinkedIn, networking, referrals, and web recruitment to have the right candidate for the right job within the approved budget
 - Coordination and follow-up of all activities related to recruitment & staffing process with user department, interview panel and search firm/ referral candidate/ internal identified candidate
 - Completing the entire process of recruitment in a successfactor right from creating the job requisition to onboarding the candidate
 - Ensure pre-joining formalities, Onboarding & Induction training
- Maintaining HRMS & MIS
 - Timely KPI reporting to management (local & regional)
 - Maintain recruitment data base of the candidates
 - Maintain recruitment progress tracking report
 - Monitoring budget VC actual headcount
- Improving recruitment efficiency in terms of lead time for on boarding and the cost of recruitment below budget.
- Supporting and guiding HR team in APAC region for recruitment module in successfactor as a super-user.

COLLABERA TECHNOLOGIES PRIVATE LIMITED

Senior Technical Recruiter | Oct 2014 - Oct 2017

- Independently handling entire End to End recruitment/talent acquisition life cycle including sourcing, cold calling, screening, Head-hunting, interviewing, selection, hiring, salary negotiation, documentation and post offer follow up (POFU).
- Handling recruitment (IT & Non-IT) for clients based across various locations in India.
- Interacting with the client to understand their requirements.
- Sourcing the candidates for different requirements from existing/internal database (HireCraft), job portals, job posting, personal network and LinkedIn to source active and passive candidates.
- Following a well-defined process for short listing and scrutinizing the resumes, identifying prospective candidates with required skills.
- Prescreening the candidates to assess their presentation and communication skills.
- Coordinating closely with HR of client companies and candidates to make sure that the recruitment process takes place smoothly.
- Preparing and maintaining daily MIS (Excel sheets or reports, cost per hire, TAT (Turnaround Time), offers, hires, declines, ratios, compensations, On hold candidates, etc.

UNIVERSAL HUNT PVT. LTD.

Global Client Partner | Feb 2012 - Oct 2014

- Responsible for handling middle management and senior management Mandates of the clients for IT and Non-IT Vertical
- Managed several key accounts and attracting new business from GCC (Gulf) and Africa.
- Overseeing Operations by making use of effective Recruitment and resourcing strategies such as Headhunting, Social Networking, Reference Generation, Portal searches.
- Built the most strongest delivery team in Universal Hunt, since July 2013.