



BABITA ARORA GULATI

TALENT ACQUISITION EXPERT

PERSONAL PROFILE

Talent Acquisition professional with 10 years of experience in corporate functions hiring. An effective communicator with good interpersonal skills & proven abilities in the field of recruitment.

CONTACT

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EDUCATION

- B.A. (Industrial Relation & Personnel Management) from Kamla Nehru College, Delhi University in 2006
- Diploma in Human Resource Development from AIMA in 2007, Delhi.
- MLM (Master in Labour Management) from Madurai Kamraj University, Madurai in 2008, Tamilnadu.

CORE COMPETENCIES

- Recruitment Strategy/Team Management/Sourcing Mix Planning
- Leadership hiring/Executive Search/Process Excellence/IT & NON IT
- Technical Recruiter - PHP, Java, DOT Net, .Net, SharePoint, Magento, Drupal, Android, Architect etc.

WORK EXPERIENCE

SynapseIndia

TA SPECIALIST/TECHNICAL RECRUITER (FREELANCE) - JULY 2020 TILL DATE

- Responsible for social media & portal hiring - LinkedIn, Facebook, Twitter, Naukri etc
- Takes care of full life cycle of recruitment from sourcing till joining
- Manage all technical skill sets for corporate hiring - PHP, Java, Dot Net, SharePoint, Android etc.

Lava International Limited

DEPUTY MANAGER - TALENT ACQUISITION, MAR 2018 - AUG 2019

- Managed the recruitment life-cycle for sourcing the best talent from diverse sources for corporate function i.e, Product, Supply Chain, Finance, Sales & Marketing, Software Services/Technology hiring.
- Ensure operational excellence, process adherence, compliance & Audit.
- Managed the external stakeholders/partners; vendors, Interns and consultants.
- Lead the corporate hiring function with a team of 2 members
- Prepare and maintain the Daily & weekly Recruitment MIS
- Managed end to end IJP process and monthly dashboard release.

Inox Wind Limited

ASSISTANT MANAGER - TALENT ACQUISITION, APR 2017 - AUG 2017

- Responsible for corporate function hiring across levels.
- Prepare and analyze recruitment MIS on a regular basis to keep a track on the TAT for closure of each position.
- Preparing and maintaining Daily & weekly Recruitment MIS
- Maintain and update the Organogram of GFL and Wind Business monthly & management of Vendors (Recruitment Agencies)

AWARDS & RECOGNITION

- Received "You Are A Winner" award from AVP HR for managing low cost hiring.
- Cash award winner of "Search Ka Sikander" contest by Shine.com
- Recognized and awarded as "Top Recruiter" by IIMjobs.
- Received "Superstar" award for successful completion of assigned sales hiring project.

COMPUTER SKILLS

- Proficient in "MS Office"
- HR Automation tools - RPM, Talent Recruit, Taleo

GI Group

PRACTICE LEAD, JUL 2014 - MAR 2017

- Design and implement Recruitment Strategies.
- Managed all levels with major focus on Middle & Leadership Level mandates.
- Deliverance Management: Focus on TAT & time-line adherence on critical & on-going assignments.
- Managed the Recruitment Metrics encompassing Fulfillment, Cycle Time, Cost per Hire, Offer - Joining Ratio, Source Mix, Company Tier Mix, Diversity Mix, etc.
- Responsible for Handling Key Accounts within the business unit
- Account Penetration: Mining and retaining the existing clients.
- Managing a diverse and dynamic team of 2 people for Financial & Banking Shared Services, BPO, KPO and Analytics
- Responsible for P&L of the team.
- Create various weekly / monthly MIS reports pertaining to process.

People Connect

PRINCIPAL CONSULTANT, JAN 2011 - JUN 2014

- Assist the organizations in meeting their manpower requirements (IT & NON IT) in this rapidly changing business environment through Headhunting, portal Search and Advertising.
- To understand the client organization's manpower requirements and detailing of specific mandates, thereafter to formulate overall plan to meet the requisite standards for recruitment.
- Responsible to execute the assignments by screening the existing database, developing a research strategy and conducting thorough research.
- Responsible for pre & post follow-ups, industry mapping, internet mining, client relationship & team management & mentoring.
- Database & MIS Management

Max Life Insurance Limited

EXECUTIVE - TALENT ACQUISITION, FEB 2008 - DEC 2010

- Responsible for talent acquisition for corporate functions (Finance, Marketing, Sales, Business Development & Strategic Initiatives, Procurement & Supply Chain) hiring across levels.
- Involved in on boarding, employee engagement and leave management.
- Managed pan India referral management process.
- Vendor management, MIS & Data Analysis.