

*Achievement-driven professional with experience in driving HR to realize bottom-line results in the pursuit of organizational objectives; targeting assignments in **Hiring & Coaching, Talent Acquisition & Management** with an organization of repute*

Profile Summary

- ❖ **Recruitment Specialist, offering over 7 years** of experience in managing all phases of full-cycle recruitment, from initial sourcing and screening through offer negotiations, placement and onboarding
- ❖ **Excels in designing & developing recruitment strategies;** leading head hunting, competition mapping, knowledge of job portals & its usages, social media & employee referral programs, evaluating & identifying potential third party vendors
- ❖ Skills in hiring Software Developers of different technologies like **Java, Testing, SAP, Salesforce, Mulesoft** and positions like **IT Project Managers, Business Analyst, UI Developers, UX Designers, BDE** and so on
- ❖ **Excels in collaborating with stakeholders** in assigned service areas for ascertaining talent needs, business strategy and manpower projections as well as hiring candidates using cost-effective techniques
- ❖ Insightful exposure in **induction & orientation program** and offering the related **training to the employees**
- ❖ Extensive knowledge of various **technologies and skill sets** & stays updated with industry **HR processes and market requirement**
- ❖ **Skilled in personnel management;** strived to provide prompt resolution of employee and candidate queries & concerns; facilitated solutions on employee issues **within well-defined TAT**

Core Competencies

Talent Acquisition & Management

Client/Stakeholder Management

Employee Engagement & Welfare

HR Analytics and Reporting

HR Operations

Team Building & Leadership

Education

- ❖ **MBA (HR & Finance)** from Banasthali Vidyapeeth, Jaipur in **2013**
- ❖ **B.Com.** from Subodh College, Jaipur Rajasthan University in **2011**

Work Experience

Sr. Recruitment Associate
Accenture solutions Pvt. Ltd., Bengaluru

Since – Jun'18

Key Result Areas:

- ❖ Led **Talent Acquisition Operations;** established **talent acquisition vision and strategies** for robust **organizational growth** and the alignment of same with company goals
- ❖ **Interacted with the Client** and understood their business requirements
- ❖ **Managed end-to-end recruitment lifecycle** and ensured adherence to the process including employee recruitment and retention, staff development, mediation, conflict resolution, HR records management and legal compliance
- ❖ **Sourced & screened the candidates;** evaluated the fitment in terms of roles, compensation & notice period, get the interviews scheduled and followed-up with stakeholders for feedback
- ❖ **Forged quality relationship with clients** with a resultant increase in quality of hire and a reduction in hiring time
- ❖ **Selected talent of varied skill sets** through Advertisements, Jobsite, Consultancies, References, Walk-In, Head Hunting for candidates, conducting tests, scrutinizing, shortlisting, conducting interviews, salary negotiations & appointment formalities
- ❖ Worked on various **HR activities** with other teams in organization such as:
 - Onboarding and Induction of new joiners
 - Post Onboarding BGC checks
- ❖ **Shared compensation structure** with the new joiners & discuss statutory compliances like PF, ESI, and gratuity & bonus
- ❖ **Worked for clients like-** Microsoft, Intuit, RBS, AUF bank, Groupon, Fidelity, Nomura, Credit Suisse, Dr.Reddy , UBS, etc

HR Recruiter and Administrator
SemiDot Infotech Pvt. Ltd., Jaipur

Apr'17 - May'18

Key Result Areas:

- ❖ **End to end recruitment** life cycle and operations, HR administration
- ❖ **IT and Non IT recruitment** through various scouring channels
- ❖ Leading the **Talent Management, Leadership Development, Career Progression and Succession Planning** initiatives for improving the competence of the workforce
- ❖ Performing the **payroll processing** and workflow to ensure timely & accurate payroll processing; conducting final audits on both post and pre payroll input

HR Generalist and Recruiter
Accrete Technology Pvt. Ltd., Jaipur

Aug'14 - Mar'17

Key Result Areas:

- ❖ Primary responsibilities involves understanding requirements, creating roadmap, planning and **executing the work plan**
- ❖ End to end recruitment and **HR admin work**
- ❖ Leveraged skills in conducting employee engagement activities & maintaining **effective employee relations** by guiding the employees in matters pertaining to **performance plans, manager issues, salary, policies & so on**

HR Practitioner
Blink Team Technologies, Jaipur

Jun'13 - Jul'14

Key Result Areas:

- ❖ Perform End to end recruitment, HR admin work and Grievance Handling
- ❖ Active involvement in **Training and Development** of employees
- ❖ **Campus Recruitment and Management**
- ❖ **Setup the HR department** from scratch

Internship

RIICO, Jaipur

Period: 45 Days (during MBA-2013)

Project: Delegation of Powers in respect of Administrative Matters of RIICO

Scope:

- ❖ Gained knowledge about HR practices, induction program, training, employee engagement, recruitment, rewards, increments, promotion, transfer and posting in RIICO

Personal Details

Date of Birth: 17th March 1991
Languages Known: English and Hindi