


RITIKA

Flat No. J-401 4th floor Lotus Homz Sai Kunj block -D sector -111 Gurugram Haryana 122017

+91 8683854850 ✉ ritika15101997@gmail.com  (22) Ritika . — LinkedIn

Professional Summary

- Results-oriented Senior Acquisition Specialist with 3 years of experience in strategic procurement, vendor management, and cost optimization. Proven track record in negotiating high-value contracts and ensuring compliance with organizational and regulatory standards. Adept at building strong supplier relationships and driving efficiency in the acquisition process. .

Education

Deen Bandhu Chotu Ram University, Murthal, Sonīpat

June. 2018 – December 2020

Master of Business Administration (MBA) (IB + Finance)

Sonīpat, Haryana

Deen Bandhu Chotu Ram University, Murthal, Sonīpat

July. 2015 – May 2018

Bachelor of Business Administration (BBA)

Sonīpat, Haryana

Relevant Coursework

- Human Resources Management
- Talent Acquisition
- Recruitment
- Team lead
- Key Account Management
- Project Management
- Strategic HR Management
- Leadership and Management
- Business Communication

Experience

Logic Planet IT Services

May 2023 – 1, December 2020

senior talent acquisition specialist

Gurugram, Haryana

- End-to-End Recruitment Management: Managed the entire recruitment lifecycle, from job description design to candidate onboarding, ensuring a seamless and efficient process.
- Expertise: Team Management, Client Coordination . Worked with Infosys, HCL, IBM, LTI MINDTREE, Accenture , People Strong , Pinnacle Digital It solution, Accelrate client
- Diverse Hiring Approaches: Successfully handled both Contract-to-Hire (C2H) and Permanent hiring, demonstrating versatility in talent acquisition.
- Application tracking System(ATS) : I have used the application tools ceipal and Intellohire .
- Multi-Channel Sourcing Expertise: Utilized a variety of online channels, including social media platforms (e.g., LinkedIn), job portals (e.g., Naukari, Monster), and others, to source and match candidates to specific requisitions..

IT Recruiter at Change Leaders

February 2022 – May 2023

Talent acquisition specialist

Gurugram, Haryana

- Talent Sourcing Pipeline Development: Build and maintain a pool of qualified candidates through various channels.
- Client Worked for : LTI Mindtree, THE MATH , Infosys , Impetus ,SAS, Affine analytics , Brillio Technologies
- Candidate Screening Interviews: Screen, assess, and interview candidates to evaluate qualifications and fit.
- Full-Cycle Recruitment: Manage the complete hiring process for IT positions from sourcing to onboarding.
- Data-Driven Recruitment: Track recruitment metrics and continuously improve processes using data insights.

Key Skills

- Full-Cycle Recruitment
- Stakeholder Management
- Leadership and Team Management
- Negotiation Skills
- Data-Driven Decision Making
- Talent Pipelining
- Communication and Interpersonal
- Skills
- Problem Solving and Critical Thinking

Technical Skills

- Applicant Tracking Systems (ATS)
- HR Analytics Tools
- Job Boards and Sourcing Tools
- Video Interviewing Platforms
- Assessment Tools
- Social Media Recruiting
- Scheduling and Coordination Tools
- ATS Reporting & Dashboard
- Management
- MS Excel
- MS power point