



RITIKA RAWAT

Senior HR Recruiter

PROFILE

Senior HR Recruiter
Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.

CONTACT ME

 9910889205

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 Noida Sec-49, Uttar Pradesh

➤ EDUCATION

BA Completed from College Of Higher Education (2018 -2021)
Pursuing (MBA) HR.

LANGUAGE

➤ English
Hindi

COMPUTER SKILLS

➤ Text processor.
Spreadsheet.
Slide presentation.

SKILLS

➤ Communication Skills
Decision-Making Skills
Training and Developmental Skills
Empathic Skills
Organizational Skills
Business Management Skills
Leadership Skills
Strategic Thinking Skills
Multi-tasking Skills Relationship Skills
Teamwork and Collaboration Skills
Onboarding Skills



WORK EXPERIENCE

Mansukh Securities Finance Limited 15 Feb 2021 30 March 2022

- ❖ A recruiter is a data- driven human resources personnel involved in the entire
- ❖ Recruiting cycle.
- ❖ Their job description is to attract candidates who are suitable for an organization. They must be aware of the recent company vacancies and the new roles that will help the company in the long run.



Dataisgood 10 April 2022 to 30th December 2023

- ❖ Interfacing with management and head Of Departments to implement HR Policies & procedures in line with core Organizational Objectives
- ❖ Established and managed end-to-end recruitment processes for niche roles like
- ❖ managing the recruitment life cycle for sourcing the best talent from diverse sources
- ❖ Executing the entire Gamut of tasks in recruitment encompassing sourcing, screening, selection and appointment, etc.
- ❖ efficiently managed an induction session for the joiners and single-handedly steered the entire proceeding to a successful conclusion
- ❖ Responsible for salary negotiations and preparing salary fitment as per grades
- ❖ Organizing and conducting various employee engagement activities
- ❖ Interaction with employees for various issues or feedback and resolve their grievances

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Orion IT Services Pvt. Ltd 19 January 2023 to 7th August 2024

- ❖ Recruitment Excellence: Achieved 90% workforce onboarding through rigorous online screening, thorough interviews, and precise testing; ensured optimal person-job alignment across multiple departments through strategic selection processes.
- ❖ Executed detailed onboarding procedures including documentation, induction, and profiling for roles ranging from directors to executives

KEY CAPABILITIES

Identifying and recruiting prospective candidates using a variety of

Channels Assessing candidates to ensure qualification match, cultural fit and compatibility conducting confidential interviews, checking references and credit

Collaborating with department managers to compile a consistent list of requirements.

Track and identify prospective candidates using a variety of channels e.g. Naukri, Indeed, LinkedIn, Shine, Social Media, and Others Free job portal. Expert in using Boolean and search

Conducting interviews and sorting through applicants to fill open positions.

Area of expertise in International BPO, Sales, Marketing, Education counsellor or BDE or BDA etc... (Whole Non-IT Requirements)

Trained new hires to use LinkedIn

Interviewed potential candidates, taking accurate notes to determine suitability for available positions good knowledge of using ATS (applicant

Tracking system)

ATS allows the hiring manager to list job descriptions, manage Applications, choose interview candidates, and move forward with the hiring process. E.g. Job diva, LinkedIn

