

Snehil Tiwari

Human Resource - Recruiter

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Career Objective:- Motivated and self driven front line recruiter with nearabout 2 years experience, finding high quality job candidates and Onboarding them. Seeking Position with your organisation ,where I can contribute to building a strong workforce for the company.

Work Experience

Recruiting Intern

MAX Life Insurance

 8/June/2022 - 30/June/2022


📍 Sukhdev Vihar, Okhla, New Delhi

- Identified top talent through Internal and External resources and Company's ATS, reporting top talent finds to stakeholders.
- Reviewed 300+ Resumes to determine candidates Credentials and credibility for respective designation.
- Shadowed recruiters during the whole hiring process, Part Time employees payroll process and Stakeholder management.
- Developed relationships with company stakeholders ,scheduled interviews of Front line sales persons for their respective patch.



Human Resources - Assistant Recruiter

MAX Life Insurance

 1/July/2022 - 11/April/2023

📍 Udyog Vihar, Gurugram, Haryana

- During the tenure,Agency Partner Channel closed at 97% manning around regions.
- Handled 29 branches around North, South and West region; adding to a total headcount of 235 FLS and 29 Managers along with 6 Regional Managers
- Closed 9% of vacancies through Job portal and LinkedIn
- Hooked up in final round interviews with business Regional Managers to eliminate biassed assessment and understand business requirements.
- Conducted activities in different branches across the north region to get insights of floor culture and to push employee referrals.
- Coordinated with external Recruiting Agencies to assess the competence of candidates.
- Trained 3 Team-member with the Company's ATS, Hiring procedure, Hiring resources and Stakeholder management.



Talent Acquisition - Executive & Recruiter

Aditya Birla SunLife Insurance



15/April/2023 - Till Now

♀ Barakhamba Road, Connaught Place, New Delhi

(Data mentioned below represents Financial year 2023-24 performance)

- Offered a total of 331 candidates out of which 306 were Front line salesmen and 25 were Managers.
- Out of released offers, the Joining to Offer Drop ratio stands at 25:9 in case of FLS and 3:1 in case of Business Managers.
- Maintained an excellent source mix with 13% Self Source, 49% Employee Referral and 38% through vendor support.
- Closed financial year with a active headcount of 79% (This percentage represents number of active employees out of 2023-24 joinings)
- Conducted 3 college recruitment drives during the year and hired 13 undergraduates on FLS role.
- Self Sourced candidates using recruitment portals like; Shine, Apna, Naukri and LinkedIn, Also conducted a pamphlet distribution activity to close positions in remote locations.
- Focused on Internal hiring sources, driven referral programs among FLS and Business managers leading to decline in attrition rate.
- Currently maintaining a 4 days offer TAT post selection.

Skills

- ATS, LinkedIn and Portal Recruitment.
- Training Skills ([Have trained 3 Recruiters.](#))
- Datasheet Management - Excel ([Maintaining Jobseekers Pool datasheet](#))
- Full Cycle Recruiting.
- Recruiting Analytics and Remote work Management
- Digital HR technology integration.
- Salary Negotiation

Education

- B.Com(H) ([Delhi University](#)).in the year 2022
- Data science certification course ([Alma better, Bangalore](#)) 2019
- Pursuing M.Com ([Finance & HR](#)) from DU.

I hereby confirm that the information given above is true to the best of my knowledge.