

# **RICHA SHUKLA**

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## **Summary**

Recruitment professional demonstrating full understanding of the end to end recruitment cycle focused on providing a high quality service to clients (Talent Consultant to clients). Successfully undertaken a variety of assignments from high volume campaigns, specific strategies to target rare skilled candidates across several industry sectors.

## **Competencies:**

- Talent Management
- Stakeholder Management
- End to End Recruitment & Selection
- Candidate Management
- MIS Reports & Onboarding

## **Professional Experience**

### ➤ **redBus (Go-MMT), Bangalore**

Designation: Talent Acquisition Specialist; Duration: September 2019 - Till Date

- Lateral Hiring: Hired for various roles across different verticals like Technology/Product/Marketing etc. utilizing the following sourcing channels: LinkedIn, iimjobs, Naukri, Hirst & Employee Referrals. Managing end-to-end hiring which includes pre-screening of application from various sources conducting telephonic / face to face round of interviews, coordination for further rounds, arranging travel / accommodation for new joiners / for interviews, preparation of Appointment Letters, etc.
- Compensation Negotiation: Negotiate and on-board candidates on compensation packages in accordance with internal salary bands or ongoing market trends to maintain parity and ensure at least 80% offer to join ratio.
- Documentation: Carrying out Pre-Joining formalities and ensuring proper closure.
- Onboarding: Taking care of the onboarding process till the new joiner's meet their buddies & respective teams.
- Reports: Maintain MIS and keep a record of all recruitment relevant data such as applications, applicant background, invited candidates, recruitment results and multiple trackers like Open requisitions tracker, Recruitment Data, Dashboards, offer tracker etc.
- Requirements/Positions: Android/iOS/Backend/UI Developer, Product Manager, Digital Marketing Manager, QE/SDET, Data Engineer, Pricing Analyst, Team Lead (Maps), React-Native Developer

### ➤ **CareerNet Consulting Pvt. Ltd., Bangalore**

Designation: Consultant; Duration: February 2018 – September 2019

- Hiring across all business units for Middle & Senior hiring.
- Identify sources of potential candidates and designing a strategy to meet the targets in different skill set categories.
- Help in streamlining the processes and developing recruitment strategies for the large manpower requirements projected in the Technology division of our client. Building the talent pipeline and increasing the quality of identifying talent requirements those align with business objectives.
- Mapping client's requirements and rendering effective solutions in line with the guidelines specified by the clients' on Operations - identifying and approaching suitable resources.

## **Clients:**

**Product Based Clients:** Siemens Technologies, Maersk, Walmart, Flipkart, Microsoft, SixT, MediaIQ, Athenahealth, Grey Orange, Swiggy etc.

**Requirements/Positions:** General Manager DWBI, General Manager MDM, General Manager (Backend), UX/UI Director & Designer, Android/iOS/Backend/Frontend/PHP Developer, Full Stack Developer, DevOps Lead, Product Owner, Product Architect, Scrum Master, Project Manager, Agile Coach, C++/C# Architect & Developer, Module Manager, Automation Testing, EM/SEM Backend & Frontend, Director of Technology, Staff Engineer, Principal Engineer Backend, Hadoop Developer, Data Science Engineer.

**Deputed to: Sixt Research & Development Centre, Bangalore; External Talent Partner (Onsite Resource)**

1. Forecasting, Planning & Strategizing annual hiring plan across different Business Units.
2. Managing the stakeholders, various BU heads and their expectation with the RPO solution provider.
3. Hands-on experience in Sourcing candidates through LinkedIn, Talent Mapping, Social Media, Networking
4. Talent Mapping / Market Intelligence / Pipelining - Provide regular and proactive visibility to the business and HR on external business market trends and drive teams to perform proactive sourcing and help business see reduced time to fill metrics and decreasing CPH & revenue generation impact
5. Ensuring the delivery on the Recruitment assignment by closely working with recruitment delivery team to fine-tune sourcing and delivery strategy to meet the client expectation
6. Deciding the SLA's be agreed with clients on recruitment assignments and deciding on the KPI's of the delivery team.

**Deputed to: Athenahealth, Bangalore; Consultant (RPO)**

1. Understanding the requirement, interacting with the Stakeholders, and develop innovative sourcing strategies.
2. Making sure the timely delivery of the submissions and resources to the clients and quick TAT (turnaround time) in responding to each requirement
3. Source and scrutinize all the profiles shared by backend team. Preliminary interviewing of potential candidates in order to assess the candidate's suitability before sharing it with the client.
4. Conduct drives for various requirements
5. Positioning relevant candidates to clients and follow up till the requested position is closed. Maintain and nurture client relationships & candidate relationships.
6. Liaison between the back-end team, client and candidates.
7. Maintaining the trackers. Involved in end to end recruitment starting from the mapping of requirements till joining of the candidates.

➤ **Tritium Consulting Pvt. Ltd., Bangalore**

Designation: Senior Recruiter; Duration: January 2016 - Till Date

- Responsible for Leadership Search business for Technology Markets in India with a globally respected brands. Have executed leadership roles for technology firms or technology skillset for Product, Services, Internet Technology firms & Captive technology setups.
- Work on multiple client engagements through the combination of solid project management skills, proactive and quality search execution, ownership mentality and strong team-oriented delivery to specific client requirements.
- Collect the information on appropriate industries and target companies, which includes potential prospects and sources.
- Represent client effectively in the marketplace and present a comprehensive universe of qualified candidates by partnering with the research team during the course of the assignment while observing the aspects of confidentiality throughout the search process.
- Anticipate needs to drive the search to closure and be prepared with additional information, such as related industry trends, market findings, and compensation data etc, gained during the course of a search. Drive salary negotiation discussions.

**Clients:**

**Product Based Clients:** Hotstar, Star TV, Swiggy, Toast Inc.

**Requirements/Positions:** iOS Lead, Android Lead, Backend Lead, Machine Learning Lead, UI Lead, Big Data Lead, Director of Technology (Backend), Director of Technology (AdTech.), Automation Testing Lead, Head of Technology, Director UX, UX/UI Designer, Roku/Bright script Developer, Technical Program Manager (Clickstream), Technical Product Manager,

**BFSI/Insurance Clients (Technology Hiring):** Trafigura, Deutsche Bank, Swiss Re, Aditya Birla Idea Payment

**Requirements/Positions:** Technical Lead, Head Tech Lead, Director DCRO, Delivery Head/ Head of Technology Back/Middle/Front Office, , Technical/Functional Architect Director Data/Automation Architect.

**Other Clients:** Standard Chartered Bank, JPMC, Star Maa, SBI General Insurance, Axis AMC, NBO.

## **Projects & Internships**

- Research Intern at Indian Institute of Technology, Delhi Duration: October 2011 - December 2011 (3 months)
- Project: Work on pilot plant established in IITD for CO<sub>2</sub> absorption & desorption using MDEA solvent & study various operational problems involved and find its remedies.
- Summer Research Intern at Indian Oil Corporation Limited, Vadodra Duration: July 2011 - September 2011 (3 months)
- Project: Design a heat exchanger (determine its fouling factor) and heat balance on fluid catalyst cracking unit.
- Research Intern at IFFCO, Allahabad Duration: May 2011 - June 2011 (2 months)
- Project: Design a gas cooler (heat exchanger)
- Summer Research Intern at Bharat Pumps & Compressors Limited, Allahabad Duration: May 2010 - June 2010 (1 months)
- Project: Manufacturing of high duty pumps & compressors

## ➤ **Educational Details:**

- Banasthali Vidyapith, Jaipur Master of Business Administration (MBA), HR & Finance, 2012 - 2014  
Activities and Societies: Core Committee UDAAN (WISDOM, Banasthali University), Banasthali 90.4 FM, Core Committee - Entrepreneur Development Cell (Unnati), Core Committee Navotkarsh (WISDOM)
- Banasthali Vidyapith, Jaipur Bachelor of Technology (B.Tech.), Chemical Engineering, 2008 – 2012  
Activities and Societies: Innovative Chemical Engineers Club, Core Committee-Placement Unit NSS.