### Kriti Mathur

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Bengaluru



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

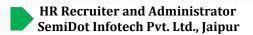
# **Work Experience**

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

Since - Jun'18

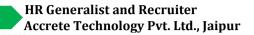
#### **Key Result Areas:**

- 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
  - o 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



#### **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



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:** 17<sup>th</sup> March 1991 **Languages Known**: English and Hindi