



Bhawna Chaturvedi

10 years of experience in Recruitment with different models such as Lateral hiring ,Contract to hire , contract staffing Stakeholder management ,vendor management,

GET IN CONTACT

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PERSONAL DETAILS

- Total Experience 10 Years 0 Month
- Current Location Bengaluru
- Date of Birth Jul 18, 1978
- Gender Female
- Marital Status Married

SKILLS

- IT Recruitment
- Vendor Management
- Team Management
- Resourcing
- Contract Staffing
- Recruitment Management
- Client Engagement
- End To End Recruitment
- Stakeholders Management
- RPO
- Power BI
- Excel PowerPoint
- VLOOKUP
- Pivot Table
- Compliance

LANGUAGES KNOWN

- Hindi
- English

COURSES & CERTIFICATIONS

- DCA

SOCIAL LINKS

- <https://www.linkedin.com/in/bhawnachaturvedi/>

PROFILE SUMMARY

As an accomplished Recruitment professional with over a decade of experience in the industry, I have honed my expertise in diverse areas of Talent Acquisition, including Talent Marketing, Human Resources Practices, Sourcing, and Recruiting at varying levels. As a Recruiter, I take immense pride in my ability to ensure that placements are not just mere jobs but strategic and robust matches for both parties involved.

EDUCATION HISTORY

Post Graduation

Course	MBA/PGDM(HR/Industrial Relations)
College	Bangalore University
Year of Passing	2011

Graduation

Course	B.A(Economics)
College	BUV Bhopal
Year of Passing	1999

WORK EXPERIENCE

Jun 2022 to Jun 2023

Recruitment Specialist at Shell

- End to End Recruitment for ERP vertical using Workday ATS
- Provide supply for ongoing demands with business
- Coordinates with stakeholders for scheduling Follow-up till the on-boarding
- Create company, cost center and location hierarchy
- Create Supervisory organisations and Subordinates and also assigned security roles for the client requirements.
- Create job profiles,job families,compensation eligibility rules,grade,compensation plan and packages .
- Learnt to configure security group as per requirement (User based, Role based, Job based
- completing tasks in workday from sourcing to on-boarding
- for new joiners, initiating new projects in portal
- Offer letter preparation, negotiation
- completing tasks in workday From Scrach to completion

of hiring process

Jan 2022 to Jun 2022

Senior Consultant at CGI

- End to End Recruitment for Banking and Manufacturing vertical using Njoyn ATS
- Stakeholder Management
- Account management
- Vendor management
- client engagement
- client relation
- Delivery

Apr 2021 to Dec 2021

Senior Recruiter - Individual contributor at Wipro on IDC payroll

- End to End recruitment for Cyber security vertical using ICIMS ATS OGT BGV clearance process for compliances check
- Followup post onboarding
- Client engagement
- Account management
- Team management
- Delivery lead

Jun 2017 to Nov 2019

Recruitment Manager at VBT Techventures

- Manage the daily operations of the Recruiting function and staff Building
- mentor and drive the recruitment team.
- Work with the team to improve performance Guiding team in identification of a relevant skills and abilities of consultants.
- Independently responsible for sourcing/recruiting candidates and creating a candidate pool of qualified resumes and validating all qualified resumes before they are submitted to client. Support the organization in initiatives affected by recruitment efforts

Feb 2013 to Feb 2016

Lead Recruiter at Xalantech - Co partner Hirepro Consulting

- Responsible for end-to-end Recruitment process
Profound experience in hiring for different model of employment like Permanent ,Contract staffing
- Extensive Experience in Full Life-Cycle recruiting - sourcing of profiles from various job portals
- head hunting
- networking. co coordinating interviews at various levels
HR operations

Nov 2011 to Sep 2012

HR Executive at Wipro Technologies Limited

worked for HR operations for leave and attendance team

OTHER INTERESTS

Hindi Poet writing

EXTRA-CURRICULAR ACTIVITY

Social Cause

Presented paper in International conference on BQ

won Intercollage Chess championship

Worked with Different NGO's , Help them to set up science

lab . Distributes educational stationery's to underprivileged students