

PROFILE SUMMARY

With 9 years of pertinent experience in recruitment models, vendor management, and stakeholder management, I have honed a strong skill set in talent acquisition, relationship cultivation, and strategic collaboration. I am adept at implementing innovative recruitment strategies and managing vendor relationships to ensure seamless operations.

BHAWNA CHATURVEDI

TALENT ADVISOR

Bengaluru, INDIA

9 Years 0 Month of
experience



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WORK EXPERIENCE

Talent Advisor

Shell

Jun 2022 - Jun 2023

1. Utilized different platforms such as Github, LinkedIn, Naukri, Monster, and IIM Jobs for sourcing potential candidates.
 2. Facilitated effective stakeholder management by organizing meetings with Hiring Managers and Sourcers to gather requisition details and presented weekly updates on all open positions.
 3. Handled offer letter preparation and successfully conducted salary negotiations.
 4. Created job profiles, job families, compensation eligibility rules, and compensation packages to maintain a structured and competitive compensation plan.
 5. Implemented configuration of security groups based on varying requirements including user-based, role-based, and job-based parameters.
 6. Managed end-to-end tasks in Workday from sourcing to onboarding for new hires and initiated new projects within the recruitment team.
- Skills: Power BI, Microsoft Power BI, Workday Human Capital Management, End-to-End Recruiting with Workday ATS

Senior Consultant

CGI - Accounts worked
Amadeus , Alstom

Jan 2022 - Jun 2022

- Managed end-to-end recruitment process for open positions, resulting in reduction in time-to-fill.
- Effectively managed and built rapport with stakeholders at all levels, ensuring seamless coordination and collaboration.
- Demonstrated expertise in ensuring compliance with all recruitment laws and regulations, mitigating legal risks for the organization.

Senior Recruiter - Individual contributor

Wipro

Apr 2021 - Dec 2021

- Reengineered existing recruiting procedures and devised new strategies for job application and onboarding processes
- Implemented streamlined monitoring processes for the recruiting team and prepared performance reports regularly
- Tracked and analyzed key recruiting metrics including time-to-hire and cost-per-hire, resulting in good percentage increase in efficiency
- Pioneered the implementation of innovative sourcing methods such as social recruiting and Boolean searches, enhancing candidate quality and reducing recruitment time

Recruitment Manager

VBT Techventures - Clients
- IG IG infotech , Legato
healthcare , Factset , Wipro
,Amazon,

Jun 2017 - Nov 2019

- Successfully engaged with clients to understand their requirements and deliver tailored solutions
- Effectively managed accounts, ensuring high levels of customer satisfaction and retention
- Led and mentored teams to achieve project goals and exceed client expectations
- Demonstrated strong BFSI skills, enabling seamless delivery of financial services solutions
- Served as a delivery lead, ensuring timely and quality project delivery
- Proactively participated in recruitment activities, contributing to the build-up of high-performing teams
- Played a key role in the OGT BGV clearance process, ensuring compliance and adherence to required standards

Lead Recruiter

Xalantech

Feb 2013 - Feb 2016

- Spearhead the daily operations of the Recruiting function and supervise the recruitment team
- Mentor, develop, and lead the recruitment team to enhance performance
- Provide guidance to the team in identifying relevant skills and abilities of consultants
- Independently source and recruit candidates, curating a pool of qualified resumes, and verifying their credentials

before client submission

- Contribute to organizational initiatives impacted by recruitment efforts

HR Executive

Wipro Technologies Limited

Nov 2011 - Sep 2012

- Managed leave and attendance for the team.
- Executed end-to-end recruitment process, ensuring seamless operations.
- Demonstrated expertise in hiring for diverse employment models including Permanent, Contract, and Contract-hire.
- Conducted full life-cycle recruiting, proficiently sourcing profiles from multiple job portals, references, and through networking.
- Coordinated interviews across different hierarchical levels, streamlining the hiring process.

LANGUAGES

Hindi
English

SOCIAL LINKS

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

EDUCATION

2011

MBA/PGDM - HR/Industrial Relations

Bangalore University