

# REETU KAUSHIK

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## PROFESSIONAL SUMMARY

Versatile Technical Recruiter with established network of candidates. Adept at reviewing all applications, conducting recruiter interviews and creating job descriptions. Friendly and efficient with flexible schedule. Hardworking and passionate job seeker with strong organizational skills, ready to help team achieve company goals.

Currently, seeking Assistant Product Manager opportunity consisting participating in creation of new products from idea stage until launch. Earning skills in gathering product requirements, suggesting product enhancements and performing quality assurance controls, getting familiar with market research, consumer behavior, and marketing techniques paired with my client managing skills.

## SKILLS

- Recruitment and Retention Strategies
- Client Relations
- Referring Applicants
- Determining Eligibility
- Company Relationship Development
- IT Market Understanding
- Superb leadership skills
- Interviewing
- Candidate Sourcing
- Client relationship management
- Offer negotiations
- Pre-Employment Screening
- Talent assessment
- Onboarding
- Team Building
- IT Market Understanding

## WORK HISTORY

Assistant Recruitment Manager | Xebia IT Architects - Gurgaon

- Built and strengthened successful relationships with external recruiters and agencies. *02/2021 - Current*
- Set and conveyed recruitment goals to downstream staff.
- Designed, developed and implemented successful recruitment process to fill more than 40-50 vacancies each year.
- Met with managers to discuss vacancies, applicant qualifications and

characteristics of top candidates.

- Performed sourcing, interviewing, negotiations and hiring.
- Provided guidance on policies and procedures to harmonize responses, provide appropriate investigation actions and reach resolution of grievances.
- Briefed new hires on essential job information, such as company policies, employment benefits and job duties.

Technical Recruiter | Insights Techhub International

*08/2018 - 02/2021*

- Onboarded new hires and set up training.
- Sourced and selected applicants for technical positions within company, Coordinated with IT team leaders to forecast hiring needs and department goals.
- Maintained in-depth understanding of Software trends and hiring desires.
- Wrote and posted technical job descriptions
- Migrated legacy HRIS system to new technology to minimize business impacts.
- Maintained work structure by updating job requirements and job descriptions for all positions.
- Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols.

Senior Recruiter | Corporate Hierarchy Solutions

*08/2017 - 08/2018*

- Followed up with notable applicants sourced via industry-specific pipelines, events and job fairs.
- Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials, and conducting initial interviews and pre-screening assessments.
- Facilitated all new employee orientations to foster positive team attitude.
- Pre-screened resumes prior to sending to corporate hiring managers for consideration.
- Evaluated strengths and weaknesses of candidates through effective screening processes.
- Established reputation among leading Software organizations for possessing extensive candidate network and successful placement of Software professionals.

Talent Acquisition Specialist | IBU Consulting

*08/2016 - 08/2017*

- Conducted compensation conversations with human resources and hiring managers to foster internal and external equity.
- Created and drove talent acquisition and job placement strategies to attract diverse candidates.
- Reviewed employment applications and background check reports to facilitate hiring process.
- Developed communication and marketing plan and leveraged talent

acquisition tools, resources and campaigns to source and attract top talent.

Talent Acquisition Specialist | Carte Blanche Solutions *12/2015 - 08/2016*

- Identified and created recruitment and administrative performance metrics and data to analyze trends, drive change and assess progress.
- Cooperated with company leaders in change management and talent solutions to gain competitive edge in job market.
- Sourced and screened candidates for IT roles and worked with hiring managers to coordinate interviews, offers and onboarding.
- Developed and maintained strong working relationships with executives, HR team and hiring managers to foster partnerships that produced consistent results.
- Evaluated resumes, interviewed and presented qualified candidates to hiring managers and solicited feedback to refine recruiting strategy.

## EDUCATION

Maharshi Dayanand University - Gurgaon *04/2013*

MBA: Finance

Maharshi Dayanand University - Gurgaon *04/2011*

BBA: Business Administration