

Sakshi Gaba

HR Professional

✉ sakshigaba27@gmail.com

☎ +917838261313

🌐 <https://www.linkedin.com/in/sakshi-gaba-7154b6169>

HR Professional with 5 years of experience in Talent Acquisition and employee relations. Skilled in recruitment strategies and end to end recruitment. Proven track record of delivering innovative HR solutions to drive organisational success.

Experience

Genpact

Process Developer

November 2023- Till Present

Quess Corp deployed to Genpact

September 2021- October 2023

- Collaborated with senior leadership to understand hiring needs and create tailored recruitment plan, aligning talent acquisition efforts with business objectives.
- Hands on experience with the job portals like Naukri.com, LinkedIn, IIM jobs, self created database for requirement gathering.
- Managed end to end recruitment cycle for key Non-IT & IT positions including sourcing, Screening, interviewing, Selection, offer management, Salary negotiation, onboarding and post offer engagement.
- Handled end to end salary discussions for entry level to senior management roles (Upto 30 LPA), ensuring internal equity while aligning with predefined compensation slabs and tier-based structures.
- Successfully negotiated compensation offers across varied roles and experience levels, adhering to organisation specific framework.
- Managed High-volume recruitment drives efficiently, ensuring quick turnaround time without compromising quality of the candidate.
- Handled Leadership hirings and Corporate hirings, ensuring to fill the position in the given business required date.
- Developed metrics and dashboards to track recruitment performance and deliver regular reports to senior leadership on hiring progress and challenges.
- Created candidate pipeline through industry market mapping, identifying key target organisations and talent pools.
- Spearheaded comprehensive employee engagement programs to foster a conducive workplace culture.
- Led and managed a cohesive team of 15- 20 professionals.
- Currently using Power Bi to enhance sourcing capabilities and to maintain business updates on a daily basis

Bonzer Business Solutions

Recruitment Executive

May 2021- September 2021

- Managed IT hirings and hired trainers for their top clients.
- Evaluated and tested new websites that our firm partnered with, analysing their potential utility and relevance within the HR domain.
- Utilized platforms like Naukri, Monster, LinkedIn to source top notch candidates.
- Created job postings and managed applicant tracking systems to ensure accuracy and compliance with regulations.
- Background verification initiation.
- Created and managed offer letters.

Internship

- Have done internship with Bonzer Business Solutions as HR Executive January 2021- May 2021

Education

- MBA from Narsee Monjee Institute of Management Studies in 2019-2021
- Diploma in Advertising, Public Relations and Business Studies from South Delhi Polytechnic for Women in 2018
- Bachelors of Arts from School of Open Learning (University of Delhi) in 2018
- 12th from CBSE in 2015
- 10th from CBSE in 2013

Technical Skills

- Power Bi
- Taleo
- Microsoft Excel
- Avature
- Microsoft Word
- Microsoft PowerPoint

Skills

- Have the ability to effectively and efficiently deliver quality work in stringent deadlines
- Ready to take initiative and to make extra effort to ensure timely and quality delivery of work.
- Strong communication, organisation and management skills.
- Ready to take responsibility and accountability of the work performed.