

**Urvashi Chauhan**  
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### **Professional Summary**

As an experienced Talent Acquisition Specialist, Urvashi has extensively managed end-to-end recruitment cycle from sourcing, screening, and hiring candidates for IT and Non-IT functional roles across various verticals including Retail, Automotive, Pharmaceutical, Manufacturing, Logistics, Banking and Finance. Over the years working with the leaders in the industry, she has nurtured a unique combination of technical and functional recruiting skills that enable her to identify and attract the best talent for her clients. She has worked on fulfillment requirements spanning across enterprise platforms like SAP, Oracle, MS including niche areas like cloud computing, data science, Gen AI etc.

She has been able to build strong and trusting relationships with candidates and hiring managers over the process duration and is driven by the innate passion to find the right fit for both the candidates as well as the hiring organization.

She is also committed to continuous learning and improvement, and enjoy staying updated on the latest trends and developments of the digital world.

### **Professional experience**

**1) Vital Wires Consulting Pvt. Ltd.** Senior Talent Acquisition Specialist (Mar 2023 – Feb 2024)

#### **Responsibilities:**

- Work with internal teams and hiring managers of business managed by this role to assist with recruitment Planning and execution.
- Develop recruitment strategy with collaboration with other leads / peers. This may include job posting optimization, on job boards or social media, comprehensive recruitment campaign planning, Optimizing talent pool, etc.
- Manage the recruitment process cycle time, including initial assessments, interviews, and offers.
- Provide recruitment counsel and guidance to hiring managers with hiring and employment data. May develop specialized or competitive intelligence and research in regard to talent pool.
- Responsible to publish hiring reports to management on weekly basis.
- Responsible for sourcing, interviewing and hiring information technology candidates for Clients like PepsiCo, Ajmal Perfumes, Godrej, Fab India, Manufacturing, FMCG etc.
- Sourcing candidates with skills in all areas of SAP (functional and technical)

**2) McKinsol Consulting Inc.** SAP Talent Acquisition Specialist (July 2022 – Feb 2023)

#### **Responsibilities:**

- Handling full recruitment life cycle/End to End recruitment, (Contract, Contract to hire, permanent) which involves sourcing, screening, Qualifying, submitting, Interview Coordination, warm up/Follow up calls, offer roll out and On-boarding.
- Handling the requirements on W2, C2C for all type of jobs like Contract and Permanent/Fulltime.
- Doing proactive recruitment, pipelining candidates, and maintaining database.
- Utilizing innovative and effective convincing / negotiation skills to attract top talent.
- Conducts initial interviews by phone / In person to determine experience and skill level.
- Verify if the documents are fit basis the requirements-clear copy, valid proof etc.

### 3) DISYS

Senior Technical US Recruiter (Oct 2021 to July 2022)

**Direct Client:** Deutsche Bank, AMEX, HSBC Bank etc.

#### **Responsibilities:**

- Worked with direct clients on W2 & C2C requirements and managed entire recruitment life cycle process.
- Recruited for all Technical and Non-Technical levels in all categories - Citizen, Green Card, EADs and H1B.
- Delivered quality resourcing for the clients and had been appreciated for quick turnaround to meet short cycle fulfilments requirements.
- Worked closely with and assisted VP level executives.
- Conducted interviews using various reliable recruiting and selection tools/methods to filter candidates

### 4) NLB Services Pvt. Ltd

Team Lead – US IT Recruitment (Jan 2020 to Oct 2021)

**Implementation Partner:** NTT Data **Clients:** Wells Fargo, Centene Corporation, Tiaa Cref, State Street Corporation, Goldman Sachs.

#### **Responsibilities:**

- Involve in entire Recruitment life cycle process such as Sourcing resume from job portals like Monster.com, Initial resume screening, interviewing, Rate Negotiation, resume submission to the client, Interview scheduling, Feedback, Reference check, offers and closing.
- Handling the requirements on W2, C2C for all type of jobs like Contract and Permanent/Fulltime.
- Recruited for all IT levels of consultants in all categories - Citizen, Green Card, EADs and H1B.
- Sourcing the profiles matching as per the company's requirements through available in- house database and Searching on Job Portals and following Applicant Tracking Systems (ATS): Job Diva, Ceipal, Bullhorn.
- Managed a team of 3 recruiters with proven track record of dependability, enthusiasm and high sense of integrity.

### 5) Sysmind LLC

Technical Recruiter (Mar'19 - Jan 2020)

**Implementation Partner:** TCS **Clients:** PNC Bank, AMEX, Bank of America, City Group, TD Bank, Charles Schwab

#### **Responsibilities:**

- Worked on C2C requirements and ensured positive candidate experience throughout the sourcing and screening stages of resumes.
- Created job description and posted on the applicant tracking system, PC Recruiter, LinkedIn, Ceipal, Monster, Dice.
- Conducted screening, Level 1 phone and in person interviews, reviewed resumes and evaluated candidates to find the most
- Managed and maintained a high-volume pipeline of candidates for numerous clients
- Thorough knowledge of different employment types including W2, Corp-to-Corp, Citizens, GC, H1-B, TN-1, and EAD holders.
- Negotiated appropriate buy rates for the open positions, built and maintained client relationships.

#### **Education**

- Masters in Organic Chemistry from Chaudhary Charan Singh University, India
- Bachelors in Science from Chaudhary Charan Singh University, India