

Srishti Chhabra

Human Resources - Recruitment Analytics, Learning and Development

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Education

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|---|-----------------------|---|
| IIM Rohtak | Dec 2022 - April 2023 | Executive Program in Strategic Human Resources and Applied Analytics |
| Gargi College, University of Delhi | 2017 - 2020 | BA English Hons. (Literature and Economics) GPA - 6.25 |
| CBSE 12 th Senior Secondary Examination - Pratap Public School, Karnal | 2015 - 2017 | Commerce (Business Studies, Accounts, Economics, English) Marks - 92.6% |

Work Experience

Talent Acquisition Specialist at Quantiphi Analytics [March 2022 - Present]

- Involved in the Learning and Development function. Handling an OD initiative, project plan and road map planning. Designing a role based journey and a career path for the employees with the help of competency mapping and conducting one on one discussions with the employees for skill mapping.
- Handling end to end lateral hiring for senior and leadership roles across NVIDIA and GCP GTM unit. In depth understanding of GTM, ML, and AI roles.
- Collaboration with the business operations team for resource planning and quarterly planning.
- Weekly data reporting, maintaining dashboards, presenting daily progress reports and planning strategies for any roadblocks and challenges.
- Improving candidate experience, recruitment process in collaboration with the leadership. Involved in recruitment analytics like joining ratio, TAT, dropouts, etc in order to continuously improve personal and team performance.
- ATS Management, Workday Management, handling Google workspace.

Talent Analyst at TopHire [Feb 2021 - March 2022]

- Managing 10+ company accounts and maintaining their end to end recruitment cycle. Worked with various clients and product based startups like Honasa Group, Dream11, Celigo, Sulekha, HyperVerge, Zepto, etc.
- Understanding the client requirements, sourcing, screening and suggesting relevant candidates from the talent pool.
- Handling client side ATS like Greenhouse, Bamboo HR, Zwayam, Airtable, etc
- Developing sustainable relationships with the clients by being the main point of contact between them and internal teams.
- Training and on-boarding new interns.
- Negotiating offers between candidates and clients to minimize dropouts.
- Closely monitored change and improvement implementations, assessing performance against key recruitment targets.
- Involved in business growth and business development by reaching out to potential candidates to increase the candidate pool at the platform. Provided enhanced candidate experience by helping them build their career profile on the platform.

HR Intern at MedTourEasy [Oct 2020 - Jan 2021]

- Executed HR department clerical duties such as filing, sorting and delivering timely mail updates. Preparing excel sheets of new applicants.
- Answering employee queries using the software zendesk.

- Facilitated on-boarding of new employees by scheduling training, handling queries and processing paperwork.
- Handled HR planning and other administrative functions.

Intern at PlaNiN (IIT Incubated Venture) [May 2018 - July 2018]

- Developed social media content for Twitter, Instagram and Facebook.
- Collaborated with different team to optimize workflow and achieve objectives.
- Brainstormed ideas for social campaigns.
- Worked with the designing team for design logos, posters, content for the campaign launch.

Skills

- **Competency Mapping**
- **Organization Development**
- **Target Hiring**
- **Hiring Strategies**
- **Recruitment Analytics**
- **Stakeholder Management**
- **Advanced Excel**
- **Data Reporting and Management**
- **ATS Management**
- **HRIS Management**
- **Google Workspace**
- **Microsoft Office**

Personal Projects

- Currently working on a project in collaboration with IIM Rohtak on the importance of HR and Corporate Strategies for sustainable businesses. Working on three major challenges- Learning and Development, DE&I and Talent Retention. Collecting data sets, understanding problem statements through case studies and applying analytics using Advanced Excel and PowerBI to overcome the challenges and making better HR Strategies.