

ANKITA BHUTANI

Correspondence Address: B-23, Silver 16 Apartments, Main Matiala Road, Kiran Garden, New Delhi - 110059

Mobile: +91-9873647182 | E-mail: ankita.bhutani28@gmail.com

OBJECTIVE

To progress up the professional ladder at a constant pace after achieving the target and objective at each level. Seeking a position in Human Resources function.

WORK EXPERIENCE

TRANSEARCH INDIA

DEC '17 – PRESENT

Senior Research Associate

TRANSEARCH International is one of the leading executive search organizations in the world, headquartered in Europe; they have representation in The Americas, Asia Pacific, Europe, Middle East and Africa.

Roles & Responsibilities

- Participate in the entire lifecycle of the executive search process including market research, analysis, candidate identification, interviews, client status calls and client meetings.
- Write, review, and edit selected client deliverables such as position specifications, candidate reports, and status reports. Provide business development support to senior management by performing market research and analysis prior to client meetings.
- Serve as an expert in the research process including knowledge of research sources, industries and markets, organizational structures, and companies. Utilize publicly-available, subscription-based, and proprietary database resources, social media, and other channels.
- Discover innovative ways to identify high potential talent within a given market in addition to staying abreast of market trends, business intelligence, and competitive information.
- Formulate and implement the search research strategy and plan in coordination with the project manager.
- Identify and implement innovative approaches and best practices across the organization. Help maintain consistency with regard to process and quality.
- Help ensure superior candidate and client experience throughout the course of a search. Maintain accurate and real-time updates in proprietary internal database. Promote best practices across the organization.
- Participate in market mapping assignments as needed.
- Assist with candidate development and assessment, database management, and knowledge management.

HEIDRICK & STRUGGLES (KMC)

APR'15 – DEC'17

Research Analyst, Human Resources

Heidrick & Struggles is a worldwide executive search firm, specializing in chief executive and senior level assignments.

(Worked in Heidrick & Struggles Gurgaon office with responsibility of performing primary as well secondary research on C-suite executive)

Roles & Responsibilities

- **Search Execution:** Working on searches for various geographies using primary as well as secondary sources to create a long list and short list of candidates.
- **Project Management:** End-to-end management of research projects which includes defining the scope, timelines and other major details for the project.
- **Talent Mapping:** Mapping the relevant talent pool by using tools like: **LinkedIn, social Networking websites, headhunting, Zoom info, Hoovers, Capital IQ and Avention (Onesource).**
- **Developing Organizational Structures:** Creating internal organizational structures of the prospect companies, either through secondary or primary research. Key focus being identification of reporting lines and hierarchies within a group.

- Providing key client ready information via Business Intelligence Reports (BIR) to provide logical, strategic and latest information to consultants.
- Working on research tools (Factiva, Capital IQ, OneSource, and Hoovers) and extracting relevant information about the Company, People, M&A's, News Articles, Financial Reports. Well versed with resources like Hoovers, Avention, BusinessWeek, Reuters, Factiva, Yahoo Finance, Google Finance Morningstar, LinkedIn, Zoom Info etc.

WNS GLOBAL SERVICES PVT. LTD.

APR'13 – DEC'15

Associate-Operations

WNS is a global provider of Business Process Management and Outsourcing solutions for 200+ companies worldwide across a wide spectrum of industries.

*(Worked as a research analyst for client who is executive search firm. **Focused into secondary research.** Created and updated profiles for C-Level Executive, Vice President, Senior vice President etc. and also do quality checking for the same profiles updated by peers. Work for process of analyzing data and preparing reports)*

Roles & Responsibilities

- Coordination and Supervision - Coordinate, manage and monitor the workings of the team. Conversant with Error Analysis.
- Fully trained in the process of analyzing data and preparing reports.
- Managed a team of two members very efficiently.
- Trained many new entrants on process excellence.
- Trained on Lean six sigma, also did white belt project.
- Best Practices – As directed by the management team, improve processes and policies in support of organizational goals. Formulate and implement organizational policies and procedures as needed. Monitor adherence to rules, regulations and procedures.
- Help the consultants to draft job descriptions for active roles that the company is working on filling.

MANPOWER GLOBAL SERVICES

APR'12 – JUN' 12

Intern

Roles & Responsibilities

- Sourcing profiles through job portals, initial screening and scheduling interviews.
- Handled Walk-ins.
- Interviews of potential candidates.
- Coordinated with the clients to understand job specifications.
- Maintaining reports on the database of candidates interviewed /shortlisted/selected / waitlisted.
- Telephonic rounds of Interviews.
- Handled various positions from diverse verticals like IT, Engineering, Finance, FMCG domain
- Handled joining formalities of various candidates.
- Handled Orientation and Induction Programs
- Managed database for recruitment purposes.

L&T MHI BOILERS

FEB' 12 – APR' 12

(Live Project during my MBA's)

Roles & Responsibilities

- Organized Various Training Programs.
- Evaluation of various levels of Kirk Patrick Model.
- Coordination with trainers.
- Preparation of training calendars.

ACADEMIC PROFILE

EXAM	YEAR	COLLEGE AND BOARD	MAIN SUBJECTS	MARKS%
MBA	2013	IILM, Lodhi Road	Human Resources & Operations	60%
B.Com	2011	Shyama Prasad Mukherjee College (Delhi University)	Commerce, English	51%
Intermediate	2008	St. Martin's Public School (CBSE)	Commerce & Information Technology	74%
High School	2006	St. Martin's Public School (CBSE)	English, Hindi Science, Social Studies, Maths	58.4%

AWARDS & RECOGNITION

- In H&S was Awarded “**Star of the Month**” for the month of August 17.
- Won “**Think like a Consultant**” award.
- In WNS, won competition for giving maximum brainwaves for process improvement.
- Core Member and Event Coordinator in College I-Fest 2011.
- Part of AIMA National Competition for Young Managers (NCYM) 2011.

STRENGTHS & SKILLS

- Good written and verbal Skills.
- Eagerness to learn and receptive to feedback.
- Dedication and drive as a hard-working individual and an ideal team player.
- Quick learner, Creative thinker and Goal oriented.

PERSONAL DOSSIER

Husband's Name:	Mr. Nikhil Kumar Sinha
Date of Birth:	March 28, 1991
Gender:	Female
Marital Status	Married
Language Proficiency	English & Hindi
Permanent Address:	B-23, Silver 16 Apartments, Main Matiala Road, Kiran Garden, New Delhi – 110059