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| Syed [Syed.349359@2freemail.com](mailto:Syed.349359@2freemail.com) |  | |
| **Summary:**  A competent and organized individual who is able to work as part of a team and manage several priorities at any one time. With 8 yrs of diverse experience, fully understands the importance of the HR department and works in as effective and efficient as possible.  CORE COMPETENCIES   * Recruitment, Orientation & On-Boarding * Performance Management / Appraisals. * HR Policies & Procedures Implementation. * HRMS Database Administration. * Contract document generation * Attendance, Leave Management &Payroll Processing. * Demonstrated oral presentation and written communication skills. * Excellent management skills to develop successful networks within senior management, staffing teams and HR Partners.   **EXPERIENCE**  **Senior HR Executive May 2013 – Current**  **ADAEQUARE Info Pvt. Ltd.**   * Responsible for the full employee life cycle from recruitment, induction to exit, and for providing full administrative support to the HR Managers and Officers, Also involved in the day to day-to-day running of the HR office. * Responsible for full life cycle recruitment process, understanding the requirement, sourcing the right candidate, technical interviews, negotiations, closing the deal and maintaining the relationship with clients and consultants. * Acting as the first point of contact for anyone enquiring about a vacancy. * Developing reports for senior HR Officers on staff sick leave, absences and holiday leave. * Processed payroll information in a accurate and timely manner * Provide with offer letter and employment agreement to candidate and other forms to set up his Tax, Benefit and Direct deposit information. * Explaining the consultant’s pre and post interview process which helps them to avoid startup problems. * Maintaining human resources records by recording new hires, transfers, terminations, changes in job classifications, salary increases and issuing job verifications. * Handles employment verification calls, unemployment insurance calls (both from agencies and employees), prepares employment verification letters, experience letters, port of entry letters and immigration letters related to immigrant employees working in United States on various contractual positions.   **Senior HR Executive Oct 2010 to April 2013**  **Sunmerge Systems Inc**   * Recruitment, hiring and employee relations in departments. * Responsible for payroll management and other benefits. * Accurately processed the bi-weekly payroll using ADP Pay expert and EZ-Labor. * Completed uploads of payroll information such as bonus, commission, into the payroll system. * Monitored pay or adjustments as required for employees on LOA. * Performed Payroll auditing pre and post processing to ensure accuracy, compliance, overall balancing and reconciliation. * Maintain employee files, new hires, and deduction changes. * Counseling and mentoring employees and Management team to provide impartial determination to employee issues and to seek an effective resolution. * Identifying vacancies, post open job; screen, interview, and match applicant with open positions, background and reference checks, extend offer and employee on-boarding. * Maintaining, updating, tracking of resumes, H1Transfers, submittals, closures, requirements database. * Administering all benefits such as Medical and dental, life insurance, supplemental life insurance, etc * Run Reports for management as needed using Report Smith.   **HR Executive/IT Recruiter Jan 2008 to Sept 2010**  **Wizard Systems Inc**     * Involved in all day-to-day business activities, such as identifying potential opportunities for vendor relationship. * Full life cycle recruiting (Sourcing, screening, interviewing, negotiation and closing) * Responsible for recruiting IT professional across the USA through direct phone * Sourcing Requirements to established channels and identifying right resources for each requirement. * Understanding the requirements in different skill set categories. * Short-listing candidates based on communication skills, technical skills, location and rates. * Managed job postings on various job sites Dice, Monster and Corp-Corp etc. * Responsible for getting PO and Master agreements signed by consultants, vendors, and employers * Secured premiere vendor partnership status with leading enterprise content management * Sourcing the right profile for the requirement at hand by mapping the skill set, project experience, communication. * Experience in Sorting Out the profiles received from the candidates. * Submissions for sourced requirements follow-ups with Account manager and scheduling interview * Act as an interface between candidates & the organization | | C:\Users\spali\Desktop\photo 2.jpg  **TOOLS & TECHNOLOGIES**  Windows 7/ 2000/NT/XP  MS Word, Excel, and Outlook.  **EDUCATION**  Bachelors in Electronics &Communication Engineering |