**V Beyond Corporation**

Senior Executive-Recruitments

**Location:** Lucknow

**Location:**

**Aryan Search Pte. Ltd**

Team Leader – Recruitment

**Location:** Lucknow/Singapore

Career Timeline (Sep’12 – Present)

Please put a formal passport size Photograph

* Currently working as a **Team Leader- Recruitment** at Aryan Search Pte. Limited managing a team of 5 recruiters
* Diverse experience of Campus Recruitment/ Off Campus Hiring / Sourcing via Job portal & networking platforms
* Experienced in Volume/Mass Hiring and Niche Skill Hiring
* Proficient in recruiting candidates across level – Junior to Mid-Level Managers

**SAMAR**

Recruitment Professional- Aryan Search Pte. Ltd

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**Overall 5.5+ years of experience in Talent Acquisition for IT & ITES sector managing requisition to hire process**

**Part Time Assignments (Jan 2008-September 2012):**

* Planned, coordinated and executed events – Overseeing the planning and execution of logistics and operations for private meetings, conferences, road/trade shows and special events.
* Managing event operations – Facility selection, contracting, pricing, transportation, accommodations, food and beverage selections and audio/visual service arrangements for small to medium scale events.

Aug’17- Till now

Aug’16 - Jul’17

Mar’15-Mar’ 2016

Sep’12 – Feb‘15

**Shining Stars Pvt. Ltd**

Senior Recruitment Consultant

**Location:** Lucknow

**Bank of America (BA Continuum India Pvt. Ltd. (IKYA Payroll)**

Assistant Manager – HR

**Location:** Mumbai

**Key Roles & Responsibilities:**

* Managing a team of 5 recruiters to fulfill staffing requirements on time
* Anticipate staffing needs and developing creative recruiting strategies to meet demands
* Managing all phases of recruitment, including hiring manager needs identification, Job postings, hiring and onboarding
* Gather and analyze competitive industry information regarding salary, benefits and employment practices to facilitate negotiation
* Identify recruiting and labor market trends
* Collaborate with internal clients for Staffing consultation and deploying customized recruitment strategies
* Calibrate with clients regularly to review recruiting activity (total positions filled, hiring sources, days to fill etc.) and governance
* Develop and deliver training curriculum used to onboard new recruiters across the team.
* Communicate the duties, compensation, benefits and working conditions to all potential candidates.
* Deployed multiple feedback mechanisms and analysis to continuously improve the recruiting process.
* Maintained an accurate candidate tracking system.
* Gathered and analyzed competitive industry information regarding salary, benefits and employment practices.

End to end recruitment

Candidate Screening

Hire Right

Staffing

Vendor Management

Background verification

Management Information System (MIS)

Campus Recruitment

Contractor Hiring

Web based Sourcing/ Recruitment

Offer Negotiation & Closing

Multi Location Recruitment

People Management

Networking

**Key Skills**

Prior Work Experience Summary:

**Bank of America (BA Continuum India Pvt. Ltd) A nonbank subsidiary of Bank of America-(IKYA Payroll)**

**Assistant Manager - HR (August 2016 – July 2017)**

* Managing 20+ hiring managers and 25-30 running open requisitions
* Developing recruiting strategies with hiring managers to meet staffing needs
* Creating job descriptions, position advertisements and postings, screening all resumes for qualifications and position requirements and manage all recruiting related information through our internal database.
* Managing job postings, sourcing and onboarding of employees
* Recruiting for management and engineering titles in microcontroller, NFC technology, smart card, quality assurance, sales, product marketing, marketing communications, application engineers and financial services roles
* Conducting effective pre-screening phone and in-person interviews for qualified candidates
* Coordinating interviews, Negotiating job offers and the Offer rollout
* Managing all relocation and immigration requests from new employees
* Identifying programs that can support future candidate streams, support candidate diversity and reduce time-to-fill by improving areas such as sourcing channels, screening techniques, evaluation tools and referral programs
* Ensuring organizational compliance with laws and regulations
* Managing preparation of weekly and monthly recruiting reports
* Maintaining all pertinent applicant and interview data
* Conducting reference and background checks for candidates.

**V Beyond Corporation**

**Senior Executive-Recruitments (March 2015-March 2016)**

* Screening, selecting and submitting candidates to job orders within a defined discipline
* Utilizing on-line database, candidate referrals, internet and networking to identify potential candidates
* Negotiating offers with candidates to meet target gross margins of the organization
* Establishing business contacts in target markets through telemarketing, direct mail campaigns, trade show participation, and vendor relationships
* Recruiting and maintaining good relationship with existing candidates of the organization
* Conducting Market research and analysis
* Leveraging various IT job portals like Monster, Career Builder, Dice, Job Diva, etc. for sourcing
* Negotiating with consultants on different contract terms like Corp-to-Corp, 1099 and Contract-W2
* Negotiating pay rates with candidates for contract and permanent positions
* Assisting Consultants post placement and responsible for getting the timesheets for payroll
* Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates.
* Sending weekly, Monthly and quarterly headcount and hiring report.

**Shining Stars Pvt. Ltd**

**Senior Recruitment Consultant (Sept 2012 – Feb 2015)**

* Hiring Technical (Voice/ Non Voice) & Non-Technical Requirements (Voice/ Non Voice) including Finance and Non-Finance profiles
* Managing full lifecycle of recruitment, including multi-channel sourcing, screening, qualifying, closing - high level skills in time, negotiation, reviewing company policies and procedures with applicants and extend offers
* Coordinating with the line managers for fulfilling timely resource requirements through external hiring of resources
* Leveraging networking methods to reach the greatest number of potential candidates through industry leads & sources, employee referral program, head hunting, client/colleague, through a number of proven techniques like direct, job sites, career fairs, direct mailing, user groups.
* Executing day to day HR related activities in coordination with internal/external departments for smooth business operations
* Complying with standards pertaining to welfare statutes/regulations, payrolls, compensation, appraisal methods etc.
* Identifying training needs across levels through mapping of skills required for a particular positions and analysis of the existing level of competencies
* Developing and implementation recruitment strategies.

**Education:**

B. Tech. (Electronics and Comm. Engineering)   
Amity University, Lucknow

2008-2012

**Accomplishments:**

* Consistently rated as a top performer among peers
* Created and conducted training sessions for claims leadership to review hiring process.
* Worked with compensation, business partners and clients to implement salary grids for claims adjusters.

**Personal Particulars:**

Born: 5th January 1990

Marital Status: Single

Nationality: Indian

Valid Passport: Yes

Relocation: Open

Notice Period: 15 days