**Amitav**

**C/o-Mob**: +971504753686

**E-mail** : [amitav.376633@2freemail.com](mailto:amitav.376633@2freemail.com)

**Career Objectives**

At the end of the day, we all want to feel we've achieved success in our professional lives. How do I define success? I define it as having a career that provides a sense of fulfillment. I find fulfillment in building meaningful relationships. I'm truly passionate about partnership and understanding how I can positively impact my client’s business. I’ve been very fortunate to not only work with innovative individuals who are currently changing the world, but to also build meaningful relationships with them. Every day is a new day to learn more about how I can help them achieve their goals. I love what I do and wouldn’t have it any other way.

**Current Organization:**

[Organization: WCC Solutions](https://www.linkedin.com/search/results/index/?keywords=Top%20Notch%20Consulting%20-%20Direct%20Client%20)

[Designation: Senior HR Executive and Team Lead Duration: Sept 2017 – Present](https://www.linkedin.com/search/results/index/?keywords=Top%20Notch%20Consulting%20-%20Direct%20Client%20)

**Previous Organization:**

Organization: Pyramid Consulting Inc. www.pyramidconsultinginc.com

Designation: Senior HR Executive / Recruiterand Team Lead Duration: Dec 2014 – Aug 2017

**Previous Organization:**

Organization: HCL America (HCL Tech Ltd.)

Designation: Senior HR / Talent Acquisition – Social Sourcing & Corporate Recruitments

Duration: May 2014 – Dec 2014

**Previous Organization:**

Organization: Smart Utility Services www.smartusys.com

Designation: Senior HR Recruiter Duration: March 2013 – April 2014.

**PreviousOrganization:**

Organization: FCS Software Solutions www.fcsltd.com

Designation: HR Executive/ Recruiter Duration: June 2012-March 2013.

**Previous Organization:**

Organization : Software Data India Ltd. www.dataincindia.com

Designation : HR Recruiter Duration: April, 2009 – June 2012

**Organization: WCC Solutions**

**Designation: Senior HR Executive and Team Lead Duration: Sept 2017 – Present**

\* Design and implement compensation benefits

\* Implement performance review procedures

\* Develop fair HR policies and ensure employees understand and comply with them.

\* Sourcing right and excellent Candidates pool for Company profits.

\* Drive with both external and internal hiring efforts.

\* Develop recruitment strategy which includes job posting optimization, recruiting marketing channel development, job board procurement, digital and non-digital employment marketing, comprehensive recruitment campaign planning, talent planning, etc.

\* Use sophisticated applicant tracking systems and other recruiting software and CRM system to track applicants through the selection phase through to on-boarding.

\* Identify future talent needs and proactively recruiting and sourcing; develop talent pool or social engagements.

**Company Profile (Pyramid Consulting Inc., Noida):**

**Designation: Senior HR Recruiter and Team Lead Duration: Dec 2014 – Aug 2017**

Responsible for full life-cycle Recruitment and Sales, including existing business and resurrecting older, non-active relationship.

\*Worked with client managers, Client partners, C-level executives during new business development pursuits.

\* Implement effective sourcing, screening and interviewing techniques.

\* Act as the point of contact regarding labor legislation issues.

\* Create and run referral bonus programs.

\* Measure employee retention and turnover rates.

\* Oversee daily operations of the HR department.

\* Assess training needs and coordinate learning and development initiatives for all employees.

**Company Profile (HCL Technologies Ltd., Noida):**

**Designation: Senior HR Social Sourcing and Corporate Recruitment Duration: May 2014 – Dec 2014**

#### HCL is a $6 billion leading global technology and IT enterprise. The HCL team consists of 90,000 professionals of diverse nationalities, who operate from 31 countries. HCL has partnerships with several leading global 1000 firms, including leading IT and technology firms. Roles- Direct sourcing. Talent branding.Social Media recruitment. Passive recruitment.Exploring new horizons of sourcing. Groups Supporting-  1) ERS (Engineer and R&D Services) 2) EAS (Enterprise Application Services) 3) ETS (Enterprise Transformation Services) 4) INFRA 5) CSMP

**Company Profile (Smart Utility Services Pvt. Ltd., Noida):**

**Designation: SeniorHR Executive and Recruiter Duration: March 2013 – April 2014**

\* Assisting HRD to Lead and direct the human resource team to deliver a comprehensive HR service to the business.

\* Employee relations, including managing absence, disciplinarians, grievances and sickness

\* Measuring employee satisfaction and identifying areas that require improvement

\* Training: Implementing the training and development agenda; identify areas that need attention and improvement.

\* Policy and procedures implementation of new HR policies, procedures and processes

\* Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.

\* Prepares reports by collecting, analyzing, and summarizing data and trends.

\* Ensuring all company policies and procedures are up to date in line with current employment law. Ensuring line managers are up to date with changes to any policies.

**Company Profile (FCS Software Solutions):**

**Designation: HR Recruiter Duration: June 2012 – March 2013**

* ExtensiveexperienceinITconsultingandstaffaugmentationbusinesswithafocusonTechnical

**Recruitingconsultants**

* HandledallTechnologiesinvolvingcombinationofcomplexskillsetsandraretechnologies
* Gatheringrequirementsknockoutcriteria,pre-screen,interviewing,pre-dispositioningthe

candidate,providescreeningresultsandobtainfeedbackfromtheClientside.

* ExpertiseworkinginJobPortalslikesMonster,Dice,Corp-CorpandGoogle.
* Performedexpertfulllifecyclerecruitmentofemployeesandcontractors,acrossallfunctional

areasoftheenterprise,fromexecutiveleveltoindividualcontributorutilizingNetworking,

IndustryNetworking,UserGroups,RecruitingDatabases,InternetSearches,JobBoards(Corp

2CorpPortal),JobAdvertisements,andDirectCompetitorSourcing.

* WorkcloselywithHiringManagersprovidingqualityplacementservicesandworkforcesolutions

whilemaintainingastrongsenseofurgency.Interviewedcandidatesandconductedclientvisits

todevelopnewrelationships

* Analyzed,advisedprocesses,procedures,andstrategyfortherecruitingandplacementofIT

Professionalsinastart-upbranch.

* CreatedHumanResourcesdocumentationsuchasjobdescriptions,technicalinterviewratings,

interviewcollectiondocumentation.

* Negotiatedcompensationpackages,assessingrelevantexperience,education,skillsand

personalqualificationstodeterminepaytype/rate,relocationbenefits,requiredH1processing

andotherbenefits.

* ResponsibleforthenegotiatingSalaryasperUSTaxationtermslike;1099(independent),W-2

andCorp2Corp.

* Followupwiththe Sales ManagerforActiverequirements,candidate’sinterviews,

Feedback.

* Interview,pre-qualify,pre-close,closeandrecommendtoAccountManagerswhatisnecessary

toclosepotentialcandidates.

* Establishedrelationshipswiththirdpartyvendorstosupporthighvolumeopportunities.

**Company Profile (Software Data India Ltd):**

**Designation : HR Executive / Recruiter Duration: April, 2009– June 2012**

Provided end-to-end resources for client, by placing highly skilled consultants according to project specifications.   
Clearly verify, define, and obtain position requirements and gather information from hiring managers regarding client environment/platform, culture, etc., to ensure proper candidate suitability.   
Qualified candidates for job requirements, determined candidate suitability by evaluating requirement, negotiated compensation package, assessing relevant experience, education, skills, and personal qualifications to determine pay type/rate, relocation benefits other applicable benefits.   
Browsing job portals for the right consultants and posting the requirements also generating requirements and resumes.  
Responsible for maximizing profitability by negotiating pay rates with consultants based on position requirements and gross margin targets.   
Check references and present qualified candidates to clients through a customized resume including a compelling synopsis.   
Coordinates and assists in scheduling technical and client interviews, including candidate interview preparation and debriefing.   
Proved to work on multiple requirements with different environments

**\*\*Education:**

* **BBA Hons.** From University of West Bengal, India (Regular)
* **MBA** from NIMS, New Delhi, India (Correspondence)
* **Diploma in Software Engineering and Hardware Engineering** from **NIIT**

\*\* **Passport availability**: Yes