ARUN CHAWLA



***Dynamic, visionary, & achiever*** *with an unmatched track record in conceptualizing & implementing effective ideas & strategies; with* ***14 years of experience in providing Leadership, Direction, and Effective Solutions for Talent Assessment & Acquisition & Strategic HR initiatives***

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| +91 - 9818858887 | Middle East/ Anywhere in India |
| [aaranita07@gmail.com](mailto:aaranita07@gmail.com) |  |

# PROFILE SUMMARY



* Demonstrated expertise in **identifying and attracting top talent from diverse sources, ensuring the right human resources are available at the right time**
* Strong proficiency in **effectively managing manpower and the recruitment process, including generating resumes, screening candidates, and short-listing with appropriate compensation**
* Demonstrated a **strong track record in driving business growth, managing sales cycles, generating leads, closing deals, and fostering long-lasting client relationships**
* Possess extensive experience in successfully **implementing HR systems and policies, conducting impactful training programs, and driving employee productivity**
* Skilled in effective communication and headhunting, with a proactive approach to tasks, utilizing strong leadership, consulting, and decision-making abilities
* Introduced a **competency-based recruitment process by job analysis, and position profiling and designed skill inventory** for each position
* Proficient in increasing retention of professionals by **implementing multifaceted employee hiring, benefits, and incentive programs: referral, rewards, recognition, selection, and PTO**
* **Innovative Organizational Effectiveness executive adept at strategic planning and leading organizational change** that is aligned with business objectives

# COMPETENCIES



**EDUCATION**



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| **2005**  Bachelor of Commerce from Delhi University, School of Open Learning |
| **2008**  Microsoft Certified Professional |

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| Strategic Workforce Planning |  |
| Employer Branding |  |
| Talent Management/ Employee Relations |  |
| Performance Management |  |
| Employee Engagement/ HR Analytics |  |
| Diversity and Inclusion/ |  |
| Change Management |  |
| Competency-Based Fitment |  |



# WORK EXPERIENCE

Imperia Structures Ltd & Freelance with Investor Clinic Since Janary 2024 As Senior Sales Manager (Yamuna Express Way)

Designer Homez April 2020 – December 2023

Dec 2023 Sales Manager East Delhi

**Sept’09 – Mar’21 | Best RPO, Gurgaon, Haryana, India Growth Path:**

**Sept'09 - Aug'17:** Proprietor

**Aug'17 - Mar'21:** Delivery Head

**Key Result Areas:**

* Headed over 5,000 recruitments annually and supervised a team of recruiters and business development professionals. Achieved increased recruitment efficiency through process optimization and automation
* Administered the PAN India Requirements for ITES, Banking, NBFC’s, Aviation and Pharmaceutical Industries
* Implemented leadership over the recruiting department, oversaw the business’s overall recruitment & sourcing mission, vision, and long- term strategy
* Implemented HR practices, policies, and initiatives to enhance employee welfare and retention, resulting in a reduced attrition rate
* Developed and delivered training and development initiatives, improving productivity and building capability within the organization
* Directed weekly interaction with Business Heads to handle the hiring demand and strategize the recruitment need for potential deal wins and create a funnel for fulfillment
* Facilitated policies and initiatives for identifying high-potential, high-performing talent within the organization, while providing accelerated developmental work assignments and training opportunities
* Steered end-to-end recruitment life cycle and ensured adherence to the process with involvement in vendor management, rate negotiation & finalization and monitored vendor performance
* Formed recruitment-related policies & documents such as rehire policy, staffing manual, SOP’s, vendor and offer checklists

**Nov’07 – Aug’09| Microsoft Corporation India Private Limited, Gurgaon | Inside Sales Account Manager Key Result Areas:**

* Partner closely with the Corporate Account Manager to successfully attain account revenue targets and uncover fresh avenues for revenue growth
* Skillfully identify and eliminate obstacles within accounts, guaranteeing seamless deployment and utmost customer contentment
* Actively involve customers in impactful marketing campaigns and strategize formal plans to expand territory reach
* Leveraged sales and Siebel tools to extract valuable insights through data mining and opportunity analysis, providing comprehensive reports to the account team and direct manager
* Continuously monitored and provided comprehensive reports on new activities/opportunities initiated across low-touch accounts, customer issue escalation and response, opportunities identified and advanced through prospect and qualify stages, deployment challenges, and the progress of the ongoing deployment cycle within accounts
* Actively promoted and expand the adoption of support agreements, including Premier and Essentials, within the designated territory
* Regularly held review meetings with the Account and Sales Manager to discuss and strategize upcoming planned activities

# ACHIEVEMENTS



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| Won Best RPO for excellent performance for 6 consecutive years by HCL Technologies for highest manpower fulfillment in the region |
| Appreciation for 2 consecutive years by Tele performance for highest Manpower fulfillment in the geography |
| Awarded by client Hewlett Packard for the Best Seller of their services in the US Geography |
| Received prestigious recognition as the top-performing RPO for five consecutive years by HCL Technologies, achieving the highest level of manpower fulfillment in the region |
| Honored by client Hewlett Packard as the top seller of their services in the US Geography |
| Extended an invitation as an esteemed expert speaker for an HR Panel Discussion organized by the Indian Institute of Management Studies, Ghaziabad |

 **TECHNICAL SKILLS**





* Operating System: Windows OS, XP
* MS Office: Word, Excel, PowerPoint, Outlook
* Troubleshooting: Computer/Printer Software and Hardware Issue
* Recruitment Software: ATS (Applicant Tracking System)
* Online Sourcing Tools: LinkedIn, Naukri, Monster, Indeed
* HRIS (Human Resource Information System)
* CRM (Customer Relationship Management) Software



**PERSONAL DETAILS**

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| **Address** | 783 Ground Floor1st, Niti Khand 1, Indirapuram, Ghaziabad |
| **Date of Birth** | 26th September 1983 || **Languages Known:** English, Hindi and Punjabi |