Vilas Sugandhi

+91 - 8889773800, 9303760276 | sugandhivilas@gmail.com | Indore, Madhya Pradesh

Professional Summary

Analytical, detail-oriented **Human Resource Consultant** with 5.5 years of experience in management consulting, Recruitment (End-to-End) & Administration.

Industry Expertise: Healthcare, RCG (Retail consumer goods), Manufacturing, Fintech, IT & Software services.

Niche Skill Hired - Azure Stack, Cosmos DB, Cyber Security, Solution Architect, Service Delivery Manager, AI Engineer, Data Engineer, Azure AD B2C, 3D Animation Analyst, Maya/3d Max Analyst, 3d Modelling, Autodesk, Full Stack Cloud Engineer, Azure Admin, Macintosh Cloud Admin, Product Owner.

Skill Cluster Handled- IT Infrastructure & Cloud Infra security Services, Business Analysis, Graphic Design, UI, Digital Engineering, Analytics, Enterprise Architecture, Full Stack.

Hands on experience on **SAP Success Factor** - **Recruiting** module as a technical recruiter with complete end-to-end recruitment process.

Core Responsibilities:

- Handling Bulk Hiring, Job fairs.
- Handling End to End recruitment for Entry Level, Lateral & Executive hiring.
- Gathering requirements from **Client/BU** and initiating interview process.
- Sourcing through job boards, linkedin, employee referrals/candidate referrals.
- Screening, shortlisting, scheduling interviews and coordinating with structured interview process.
- Handling HR discussions & salary negotiation once candidate selected.
- Coordinating in offer management process (**Document verification, Offer approval, Initiating Salary Fitment in SAP Success factor - Recruiting, Competency Mapping, digi verifier, offer release**).
- Maintain daily, weekly & monthly Database and reporting.
- Periodic follow up's with the candidates regarding the offer acceptance, DOJ, **pre-onboarding process, BGC verification** and ensure that the candidates join the organization within the SLA.

Basic exposure in **SAP Success Factor - RCM, Employee Central Implementation process.**

Basic exposure in **Oracle Cloud Fusion HCM Implementation process.**

IT Skills

Microsoft Office, Power Pivot, Pivot Tables, VLOOKUP, Hlookup, Advanced Excel, Data Driven Dashboard, HR Dashboard, Data Analysis, Boolean Search

Certificates

HR Analytics, SAP Success Factor - HXM & RCM (Recruiting), SAP Success Factor - Employee Central, HR Generalist, MIS Reporting , Linkedin Recruiter, Employer Branding, Technical Recruiter, Oracle Fusion Cloud HCM R13 Global HR implementation

Experience

Ltimindtree Limited | Indore, Madhya Pradesh
Associate HR - Talent Acquisition | 04/2021 - 08/2023

- IT Recruitment - End-to-End.
- Head Hunting, Leadership hiring.
- BGC verification coordination
- Competency Mapping, Salary Negotiation.
- Serving multiple account requirements within TAT.
- Documents Validation, MIS.
- Offer Processing in SAP - Success factor.

- Vendor Management
- ATS Handling
- Onboarding coordination.

People Decode Solution | Indore, Madhya Pradesh
HR Recruiter | 03/2021 - 04/2021
IT End-to-End Recruitment

Shishupuram | Indore, Madhya Pradesh
Resource Executive | 11/2019 - 03/2020

- Recruitment End-to-End.
- Administration.

Cubedots Pvt Ltd | Indore, Madhya Pradesh
HR Administrator | 04/2019 - 09/2019

- Handled physical and digital personnel records.
- HR policies Implementation.
- Payroll Process
- Employee Engagement
- IT & Non-IT Recruitment
- Campus Hiring
- Coordination with the vendors for Inventory, Accessories, Maintenance.
- Event Management (i.e. Seminars, Birthdays)
- Generating EPFO, ESIC Challan and coordinating with consultants.
- General Administration - Vendor Bills, House keeping, Security.
- Arrangement of General Meetings.
- Petty Cash handled for office in-house operations & maintenance.

L&T Power Ltd | Khandwa, Madhya Pradesh
Quality Control Assistant Engineer | 05/2015 - 04/2017
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Languages

English, Hindi, Spanish, Gujarati

Education

CDGI | Indore, Madhya Pradesh
MBA - HR & Operations | 07/2019
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VITS | Indore, Madhya Pradesh
BE - Mechanical Engineering | 07/2014
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Portfolio Link:

https://www.linkedin.com/in/vilas-sugandhi-54263899/