

# Premsagar Mulchandani

## Permanent Address:

"Gautam Kutir", Plot 100, Near J.P Hotel,  
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**Contact No. : +919408020509**

**DOB: 29/03/1992**

## Present Address:

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## **Key Skills**

- Talent Acquisition & Operations
- HR Policy & process designing and implementation
- Social Media Hiring
- Employee Engagement
- PMS

## **Work Experience**

### **Manager – Internal Talent Acquisition @ Randstad Sourceright, Mar. 2022 - present**

Initiate a range of sourcing activities, such as publishing vacancies, networking, and conducting referrals, to ensure a regular supply of candidates that meet clients' current and future demands.

Develop and manage the recruitment process for clients through sourcing, screening, and qualifying candidates, briefing and preparing candidates, organizing interviews, and sometimes, negotiating remuneration packages to ensure client needs and expectations are met in a timely manner.

Review and improve recruitment methods to ensure selection techniques and recruitment programs are effective and meet client needs.

### **Asst. Manager – Talent Acquisition, Human Resource @ Kunvarji Group, Ahmedabad, Nov. 2021 – Mar. 2022**

Handled end to end recruitment process, documentations, employee induction of all the new joiners periodically.

### **Asst. Manager – Corporate Human Resource @ Group Landmark, Ahmedabad, Mar. 2021 – Nov. 2021**

Took care of recruitment process, HR documentations, employee induction, engagement planning pan India for multiple brands.

### **Human Resource Specialist @ HHAeXchange – Ahmedabad & Pune, Feb. 2019 – Mar. 2020**

HHAeXchange has been at the forefront of delivering better homecare by helping payers and providers achieve operational efficiency, increase compliance, and improve patient outcomes (in USA). It is the leading homecare management software solution for the Medicaid LTSS population. It acts as the single source of truth in connecting payers, providers, and patients.

I was handling the end to end recruitment cycle for both Ahmedabad & Pune locations, manpower planning, employee engagements (indoor) and budgeting, preparing various reports, and keeping the HRMS up to date were my core responsibilities.

### **Asst. Manager (MP & Gujarat) – Human Resource @ i-Process Services (India) Pvt. Ltd., Aug. 2018 – Jan. 2019**

i-Process Services (India) Pvt. Ltd. is a captive outsourcing setup providing manpower and training support to ICICI Bank Ltd. My roles and responsibilities included hiring candidates for different departments & locations of Gujarat & Madhya Pradesh.

I was managing a team taking care of all aspects of employee life cycle for Gujarat & Madhya Pradesh management, viz. recruitment, documentations, compensation & benefit, compliance, attrition management and exit.

**Manager – Talent Acquisition, Corporate Human Resource @ Shree Balaji Group (Real Estate), Feb. 2018 – June 2018**

Shree Balaji Group is into Real Estate business since 2006 and is creating premium luxury residences for the elite class and some noteworthy business hubs for the scions of Gujarat. My role in the company was purely to fulfill the manpower requirements for the necessary branches and departments, across Ahmedabad & Vadodara.

**Sr. Executive – Corporate HR @ Group Landmark, Ahmedabad, June 2014 – Feb. 2018.**

Landmark Group, one of the largest & profitable Automobile Dealerships in India with a headcount of 3500+ employees and pan India presence with 85+ locations. They deal in Honda, Mercedes-Benz, Volkswagen, JEEP, Renault, Nissan and Ashok Leyland. They have received the first ever PE investment in India in this sector from TPG in March 2015. They are also a large insurance broking house having a customer base of 2.50 Lakhs.

**Key Achievements:**

**Talent Acquisition & HR Ops:**

- ✓ Revised and designed talent acquisition process on periodic basis
- ✓ Supported in preparation of annual budget of total manpower hiring
- ✓ Always ensured that the positions are filled within agreed TAT
- ✓ Recruited 400+ positions in this financial year(2015-16), out of which 80% were direct hires
- ✓ Offer & Appointment letter preparations.
- ✓ Documents from various locations to be uploaded on company servers - error less.
- ✓ Ensured tight budgetary control

**Employee Engagement:**

- ✓ Supported in Designing of three key processes viz. Talent Acquisition, Induction & Exit Management
- ✓ Worked with Group HR Head in preparing, designing & rolling out HR Policy Manual
- ✓ Part of team which designed potential appraisal methodology
- ✓ Designed and published group-wide organization structure on monthly basis
- ✓ Active role in design & roll out of KRA based performance management system including bell curve methodology
- ✓ Prepared and Ensured 100% adherence engagement calendar & budget for all the locations after discussing the same with team on quarterly basis
- ✓ Rolled out communication regarding employee engagement activities within 2 working days post activity being conducted
- ✓ Supported Managers/Team Leaders/Employees for HR policy and process implementations

**Scholastic Achievements**

MBA, majoring in HR (Gujarat Technological University) in year 2014, securing 6.79 CPI.  
BCA from KSKV Kachchh University in year 2012, securing 62 % aggregate percentage

IT proficiency: Proficient in MS Office, C++  
Languages Known: English, Hindi, Sindhi & Gujarati