

Kunal Saad

Human Resource Specialist

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CAREER SYNOPSIS:

- I am a results-oriented human resource specialist with 9+ years of experience in the field.
- My career objective is to join an organization's human resource department and take care of all the HR functions of the organization. Additionally, my objective is also to enhance the HR functions of the organization and move it towards growth.

EDUCATIONAL PROFILE:

- ✓ Rajasthan Board of Secondary Education, 2010
Secondary education (10th)
- ✓ Central Board of Secondary Education, 2012
Sr. secondary education (12th)
- ✓ Rajasthan Technical University (Global College of Technology)
Bachelor's of Technology (Final year drop-out)
- ✓ Govind Guru Tribal University, 2022
Bachelor's of Arts

CORE SKILLS:

- ✓ Talent Acquisition & Talent Management
- ✓ HR Functions
- ✓ Bulk Hiring
- ✓ HR Operations
- ✓ Campus Placements
- ✓ Team Management / Team Handling
- ✓ Operations Management
- ✓ Client Communication / Client Management
- ✓ Process Management / Process Improvement
- ✓ Training & Development

EXPERIENCE:

Talent Systems India Pvt. Ltd.

May 2022 - Present

Sr. Talent Acquisition Specialist

- Reporting to the HR Manager
- Managing the end-to-end recruitment process for all positions in India.
- Responsible for improving the overall recruitment strategies/processes as & when required.
- Conducting the telephonic interviews with the candidates.
- Managed overall recruitment, several interview stages, and kickstarted the hiring process for all positions in India.
- Meeting with the entire hiring panel and designing the interview steps for every position.
- Responsible for the external vendor communication.
- Taking care of the onboarding process for all new joiners, which includes collection of documents, BGC, System

handover, induction management etc.

- Designed, implemented, executed & managed the **Tech Fresher Program** for hiring the freshers (**Campus Hiring**).
- Highly involved in the management meetings to work on the improved strategies for recruitment.
- Designed & implemented a new recruitment strategy for India.
- Coordinating for the logistics & plans for the WFO weeks, that happen every quarter.
- Being a part of the global HR meetings to discuss everything that happens globally.

Abacus IT Solutions

July 2021 – May 2022

Lead – Talent Acquisition & Talent Management (Group HR)

- Reported to the Director – Strategy & Support.

Recruitment:

- Managing and heading the end-to-end recruitment process of the company.
- Communicating with the leadership team on a weekly basis through review calls.
- Working on the positions of India, UAE & Sri Lanka locations.
- Coordinating with all the candidates for their interviews till the joining.
- Making and then rolling out the offer letters to the finalized candidates.
- Collection of documents after the candidates join, and then planning & executing their induction.
- Coordinating with the recruitment partners to fulfill all the openings on time.

HR Operations:

- Creating and implementing all the HR policies within the organization.
- Designed all the HR activities from the scratch and made sure that everything is in place.
- Designed the employee master data for the entire organization. Also designed another master data for the certification details of all the employees.
- Designing, managing & executing the monthly town hall meetings.
- In the pandemic era, arranging the laptops, internet access, data cards etc. for all the new joiners for their smooth joining. Designed a standard onboarding process for all the new joiners.
- Designing the entire induction schedule of the new joiners for the 1st week and making sure that all the meetings are done as per the induction schedule. Also responsible for introducing the new joiners to our management teams for the company's overview, role overview, business overview etc.
- Managing the timesheet, attendance & leaves of all the employees of the organization.
- Taking care of all the queries from the employees.

Freelancer, Ahmedabad

May 2020 – June 2021

Recruitment Consultant

- Did freelance recruitment during the COVID time.

TeamBuilderz, Ahmedabad (8 Months)

May 2019 – Dec 2019

Lead – Operations & Recruitment

Reason for change: Left the company in Dec 2019 and started my own business in February 2020.

- Reported to the Co-Founder & Founder of the organization.

Being the “Head of Operations”, I handled the entire operation of this small start-up. All the professional activities in the organization were carried out under my guidance. I took care of the entire process of the company which includes client management, team management, process management and much more. My role included but not limited to:

Client Management:

- Coordinating with the clients and the other related people to be updated about the requirements.

- Get feedback from the clients about the profiles shared with them.
- Keep track of all the clients and their requirements and make sure to deliver the best resource according to their need, at the earliest possible.
- Meeting the clients to understand their requirements in a better way, and hence to improve the business of the organization.
- Get new clients to meet the business requirements of the organization.
- Keeping track of the accounting and payments from the clients.

Team Management:

- Managing the team of recruiters.
- Managing the entire end to end recruitment process.
- Supervising all the professional tasks carried out in the organization.
- Communicating with the Founder & Co-Founder regarding the daily, weekly & monthly productivity.
- Managing all the requirements received from the clients and assigning those to the recruiters to work on.
- Assessing the candidate's profiles according to the client's requirements.
- Keep track of all the candidatures submitted by the recruiters.
- Helping the recruiters to get good profiles from the job portals and providing them with all the support they need.
- Responsible for providing training to the new joiners.
- Maintaining productivity on the daily, weekly, and monthly basis.

eTeam, Ahmedabad (2 Years)

May 2017 – May 2019

Technical Recruiter

Reason for change: For growth (better role and better title)

Reported to the Recruitment Manager & Service Delivery Manager of our team.

- Worked with the fortune 500 clients.
- Full Lifecycle Recruiting experience - understanding the opening, sourcing the right candidate, technical interviews, negotiations, closing the deal and maintaining the relationship with the candidates.
- Sourcing qualified resumes from different job portals like Career Builder, Monster, Dice and Indeed. Also using the company's personal database (Jobdiva – Applicant Tracking System) to source the resumes.
- Calling the candidates to know their interest levels towards the offered jobs and screening the candidates accordingly.
- Develop a plan for identifying needed resources including posting, sourcing, screening and other recruitment activities.
- Counseled candidates on career options and strategies and responsible for their new hire rate / salary negotiations.
- Experience conducting telephonic interviews and scheduling Skype and face to face interviews of candidates anywhere in the US geography.
- Submitting resumes to client portals, Team Head, Hiring Manager and Business Development team for submission to clients.
- Majorly working on W2 and contract opportunities.
- Making sure that the target is achieved on a daily and a monthly basis.

Infohive Consultancy, Udaipur (3 Year 3 Months)

Jan 2014 – Mar 2017

Research & Recruitment Analyst

Reason for change: I relocated to Ahmedabad. This company was in Udaipur.

- Reported to the owner of the organization.

Recruitment

- Worked for some local IT & Non-IT companies to find them good resources as per their need.
- Did calling for the recruitment purpose, scheduled interviews of the candidates and managed the full recruitment process.
- Managed a team of juniors (3 people).
- Managed some part of client communication.

Research

- Worked on several bachelors, masters and P.hD projects which were mostly related to HR and marketing.
- Conducted market research for the completion of the projects.
- Collected data from primary and secondary sources and analyzed the data so that it can be converted into valuable information.
- Collected the information about the project through different sources and typed all the information into MS word. Thus, created soft copies of the projects (created thesis).

References are available upon request