



Sachin Tiwari

Sr. Recruitment Specialist

sachintiwari1414@gmail.com

9717077389

Delhi, India

linkedin.com/in/sachin-tiwari-235b9b183

With seven plus years of experience in Human Resource IT and Non IT Recruitment Support, Onboarding, HR Operations, Operation management with extensive exposure in all phases of Human Resource Management.

WORK EXPERIENCE

Sr. Recruitment Specialist (Human Resource)

SYNKRIOM Inc (Technology Private Limited)

09/2021 - Present

NOIDA

Responsibilities

- Requirements Handling, Talent Management, Candidate Screening and Company Benefits.
- Network and maintain relationships with key candidates and candidate communities (local and non-local) to enable short immediate hiring and long-term opportunistic hiring.
- Working on Monster, Dice, Naukri.
- Involved in all HR activities, from sourcing of the candidate to delivery of the candidate to the client.
- Played a major role in convincing the candidates for contractual position.
- Following up with prospective candidates until they complete all the rounds of interview, selection and on boarding.
- Performed exceptionally in the process of conducting preliminary technical check, reference check, interviewing and screening the consultants over the phone.

Recruitment Executive (Human Resource)

SYNKRIOM Inc (Technology Private Limited)

02/2021 - 09/2021

NOIDA

Responsibilities

- Screening the profiles from portals and then proceeding for the client submission.
- Preparing the candidates for the client Interviews as per the requirement of the client.
- Following up during the HR boarding phase.
- Working on Corp 2 Corp, Full Time positions as per the client request.
- Negotiating salaries and relocation cost.

Operation Team Member

RDM India Pvt Ltd.

11/2016 - 08/2020

Gurgaon

Responsibilities

- Generate PNR in AMADEUS.
- Force Booking.
- Maintain data records.
- Generate Revenue.
- Inbound calls and mails from Lufthansa Global.

SKILLS

Recruitment

HR Operations

Administrative

Collaboration

Onboarding

Conflict resolution

Decision-Making

VOLUNTEER EXPERIENCE

Trainee

BEAUTEX ADVERTISING MEDIA PVT. LTD

03/2015 - 05/2015

Delhi

Trainee

Surya Roshni Pvt Ltd.

04/2021 - 05/2021

REMOTE

EDUCATION

MBA

Uttarakhand Technical University

2019 - 2021

Dehradun

Courses

- HR and Marketing

BBA

Kumaun University

07/2013 - 08/2016

Ninital

Courses

- Business Management

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Art

Travelling

Photography