



The Open
University

Personal Information

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Summary

- Has more than 9 years of total working experience.
- Good front-facing skills from 7+ years' experience in a business environment (recruitment and staffing) Collaborating and supporting clients from various sectors in the Singapore and APAC, US, Saudi Arabia, UAE.
- Worked in extensive fast paced, large volume & result oriented recruitment atmosphere.
- Experience of using various sourcing channels like Job Portals, Employee Referrals, LinkedIn etc.
- Majorly onboard for Niche Hiring.
- Pre-Screening of potential Candidate in terms of qualification, work experience.
- Identifying Client's needs for key talent, and support the client in developing proper job descriptions, match Candidates to appropriate jobs, and negotiate offer terms and conditions.
- Effective written and verbal communication with client and team members to achieve the targets.
- Worked on domains like IT, banking & finance, Medical & Pharmacy.

Certification and Training

- RankSheet.com certified Professional - Level 1.URL: <http://RankSheet.com/User/Certificates.aspx>
- Human resources: recruitment and selection Participation (COURSE CODE: B615_1) - Openlearn (The Open University, Milton Keynes, UK).
- Tech Recruiter – Hrist.com – May 2020
- Leading Teams – University of Michigan (Coursera) – Jan 2023
- Recruiting, Hiring, and Onboarding Employees – University of Minnesota (Coursera) – Dec 2022
- Understanding Diversity and Inclusion - University of Western Australia (Coursera) – Mar 2023
- Boolean Search for Recruitment & Sourcing (Human Resource) – Udemy- Mar 2023
- Employer Branding – Hrist.com – June 2023
- Human Resources Analytics - University of California, Irvine (Coursera)- Jul 2023

Education

- 2014** **B.E. (Computer Engineering) from “Matoshri College of Engineering”
(Pune University), Nashik**
- 2010** **Diploma (Computer Engineering) from “Mahavir Polytechnic”, Nashik,
Maharashtra State Board of Technical Education.**

Work Experience:

Aug 2023 – April 2024 Hastraa Consulting, Malaysia/India/ UAE/ Saudi Arabia (Remote from India)
Talent Acquisition Lead

- Drive end-to-end recruitment process, from requirement understanding to candidate onboarding.
- Specialize in recruiting for various levels of IT roles, ensuring a strategic approach to meet hiring objectives.
- Collaborate closely with Hiring Managers to develop recruitment strategies, define turnaround times, and meet project deadlines.
- Streamline documentation collection, HR discussions, offer negotiations, and pre-onboarding processes, ensuring successful onboarding.
- Worked on roles like Developer, Manual and automation tester, Security, Cloud, Infrastructure, Data Analytics, Business Analyst, Data Engineer, SAP – HANA S4, FICO, PM, MM, Basis, SD (Technical and Functional roles).
- Handling Team, guiding new members and training them.
- Managing team.
- Working for Malaysia, Saudi Arabia, UAE and India roles.
- Interacting with stakeholders and clients.
- Worked on majorly banking domain roles.

Aug. 2021- Aug 2023 Capgemini India, Pune
Senior Analyst

- Develop and implement innovative and creative solutions for sourcing and candidate management - including developing direct sourcing channels; market mapping, talent pool, employee referrals, advertising & etc
- Training new team members.
- To get right talent using job portals like Monster, Jobstreet, and Jobsbank and using social networking sites like LinkedIn, Github.
- Worked on roles like Developer, Manual and automation tester, Security, Cloud, Infrastructure, Data Analytics, Business Analyst, Data Engineer, SAP – HANA S4, BODS, FICO, BW, HCM, PM, MM, Basis, SD, CRM (full life cycle- Technical and Functional roles).).
- Hiring freshers and laterals.
- Working for Malaysia Region. (Hiring candidates majorly from Malaysia, India, Pakistan, Srilanka, Bangladesh and Philippines).
- Sourcing candidate and scheduling interview.
- Taking approval from practice team.
- Releasing offer letter.
- Initiate onboarding process.
- Using ATS system.
- Interacting with Stakeholders
- Vendor Management.

Mar. 2021- Aug 2021 Nityo Infotech, Pune
Principal Consultant (Malaysia)

- Closed niche roles with special talent like Head of Cloud Security & Compliance, Analytics Lead, IT Risk Manager and so on.
- Worked on roles where we needed to have Malaysian and Malaysian (Chinese speaker).
- Develop and implement innovative and creative solutions for sourcing and candidate management - including developing direct sourcing channels; market mapping, talent pool, employee referrals, advertising & etc
- To get right talent using job portals like Monster, Jobstreet, and Jobsbank and using social networking sites like LinkedIn, Github.
- Domains worked on banking, IT, Logistic, e-commerce, retail, depending on client requirement.
- Working on roles from junior level to Head of Department. Handling roles like developer, manager, architect, administrator, business analyst, lead.
- Working on technologies like Java, .Net, Devops, Azure, Testing tools, Cloud Security.
- To be in touch with candidates after being placed/closed help generating reference and leads to connect with new clients. If the candidate is on contract role we can offer the candidate with other roles matching his/her profile.

- Worked on Contract, Fulltime and Contract to hire positions.
- Done onboarding process along with reference check and salary negotiation.
- Working with clients like Ezyhaul, DHL, Telcowin, Affin Bank, IQI Holding, Service Rocket, IOI, Viewpoint, Capgemini, Food Market Hub, Alson Media, Software International Corporation, PUC Berhad, Xchanging (DXC).
- Working for Malaysia Region.

Aug. 2018- Mar 2021

U3 Infotech Pte Ltd., Pune

Lead Recruitment Executive (APAC)

- Closed niche roles with special talent like Product Manager – IT Services (where we needed a candidate with experience in Medical devices and IT services as well.), Sales Operation Corporate Director, Information Security Manager and so on.
- Worked on roles where we needed to have Singapore citizen/ Singapore PR.
- Develop and implement innovative and creative solutions for sourcing and candidate management - including developing direct sourcing channels; market mapping, talent pool, employee referrals, advertising & etc
- To get right talent using job portals like Monster, Naukri, Jobstreet, and Jobsbank and using social networking sites like LinkedIn, Github.
- Domains worked on banking, IT, insurance, e-commerce, retail, medical, pharma depending on client requirement.
- Working on roles from junior level to VP level. Handling roles like developer, manager, architect, administrator, business analyst, lead.
- Working on technologies like Java, .Net, Devops, Machine Learning, IOT, Testing tools, Image processing, Hadoop, reporting tools, RPA.
- Experience in generating offer letter and get in signed from candidate.
- To be in touch with candidates after being placed/closed help generating reference and leads to connect with new clients. If the candidate is on contract role we can offer the candidate with other roles matching his/her profile.
- Worked on Contract, Fulltime and Contract to hire positions.
- Done onboarding process along with reference check and salary negotiation.
- Working with clients like Accenture, TCS, SGX, Cantel Medical, Antworks, GIC, Sanofi, DSTA, Averis Sdn, Continental Automotive, Daimler, Virtusa, Roche, Nucleus Software, Lifefitness, Dimension Data, Aviva, SIA, NCS, NTT Data and Manulife.
- Worked for region like India, Singapore, Malaysia and Australia.

Dec 2016-March 2018

Ztek Consulting Pvt. Ltd., Nashik

US IT Recruiter

- **Review:** - Successfully review the job description in to understand the needs of hiring manager.
- **Understand** Identify sourcing and uncovering candidates.
- Search candidate on job portals like **Monster, Techfetch, Dice** using Boolean string
- (Keywords).
- Schedule Interview
- Following up with candidates.
- Presenting candidate resume to hiring manager to scrutinize or consider (Submission of candidate to hiring manager.)
- Worked with clients like **Infosys, Cognizant, Sogeti, and Dell.**
- Worked on requirements like Java **Developer/Lead/Architect**, UI Developer/Lead/Architect, .Net Developer/Lead/Architect, Hadoop
 - Developer/Senior/Lead, Java-AWS Developer, Fullstack Developer, Cordova
 - Developer, SAP **ABAP/BO/BODS/ATTP/MM/SD/OTC**, Mainframe Developer, Network Engineer, Performance and Functional Tester/Analyst, Informatica/ETL **Developer/Admin**, AEM Developer/Lead, DBA and many more.
- Worked on **Contract, Contract to Hire, Full time positions.**
- Follow end to end recruitment process.
- Onboarding candidates.