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| Objective To be successful as a Talent Manager, and demonstrate strong leadership and communication skills. Ultimately, to be well organized and be able to work under pressure and at the same time be passionate about meeting and exceeding the goals of the organization. I'm a team player that offers new ideas and have exceptional skills in organization and communication.  <https://in.linkedin.com/in/surbhi-bhatnagar-12369a15> |  | Surbhi Bhatnagar  Experienced managing the day-to-day activities like employment management, coordinating recruiting events, interviewing, training and development and overseeing project management staff, and collaborating with leadership and stakeholders to develop projects and programs related requirements and compliances. |
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| CONTACT  * surbhibhatnagarsinha@gmail.com * surbhibhatnagar.06@gmail.com * (91) 97642 84344 * Pune, Maharashtra  EDUCATION Post Graduate Diploma in Management (Human Resource) from Sinhgad University 2010  Master in Computer Management from Pune University 2010 SKILLS  * SAP Ariba, Fieldglass * SharePoint, Jira * Tableau, Sapiens, Confluence * Stakeholder Management, Vendor Management and Recruitment |  |
| ExperienceAnalyst  Empower Retirement, Bangalore (Remote)February 2023 – August 2023  * Coordination with all stakeholders including delivery leaders & managers for fulfillment * Owning fulfillment life cycle and tracking progress. * Workforce Planning based on business forecasts including pipeline building, reskilling plans, etc.  Working on Financial information about the budget, forecast, actuals, margins, etc within various projects.Effective management and utilization of resources and training identification.Maintaining resume repository of resourcesForecast people on the bench and project vacancies to minimize resource wastageResponsible for end-to-end internal staffing/resource management for the organization. which includes planning, identifying, and allocating resources for projects. Also working closely with talent acquisition team for fulfilment (Including interview setup, negotiation, offer process)Responsible for Demand validation and FulfillmentVendor management – working closely with vendors for resource fulfillmentInteracting with resources/employees for explaining projects and setting expectations in terms of role, duration, etc.Onboarding resources and terminationProviding financial reports and budget outlines with dashboardWork closely with hiring managers to provide direction and marketplace insight.Owning weekly meetings with vendors and Managers.Presenting reports to management groups biweekly or monthly using Tableau, Excel and Power Point | |
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**Associate Manager**

HCL Technologies, Noida

June 2021 – January 2023

* Ensuring that Projects have right resource aligned as per current demand and tracker progress of the same.
* Creating and documenting processes for Project activity and Resource planning
* Enterprise resources allocation and utilization as per business goals with fixed bill and T&M roles
* Collaborating with business leaders to define and execute workforce plans that is right size, right shape and have right capabilities to compete in future, which includes supply-demand conversations in collaboration with senior leaders/VPs as well as Talent Acquisition/ Resource Management.
* Work closely with Leaders and Project Managers to ensure effective execution of performance management and career progressions initiatives like upscaling programs.
* Functioning as a Talent acquisition partner for BU to fulfill current and future demands and create JDs and do initial screening of profiles. Working as bridge between managers and TA group.
* Forecast capacity vs. demand to identify shortfall or excesses of the resources
* Forecast people on the bench and project vacancies to minimize resource wastage
* Maintaining project repository.
* Working closely with vendors in order to share requirement and timely follow ups and meetings for smooth working.
* Be a SPOC for Accounts and drive the fulfilment along with Rotation, Allocation – Deallocation, Onboarding and off boarding related activities.
* Handling 4 accounts and work with pre-sales team in resource fulfillment.
* Being a part of project kick off meetings and lead resource management.
* Work on improving and controlling Utilization by ensuring billability for buffer/bench
* Implementation of Resource rotation as per plan agreed with Account
* 100% compliance for data accuracy and processes
* Presenting Dashboards to VPs and senior managers with forecast, margin and actuals using Tableau and Excel
* Presenting deck with forecast and project planning.

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**Account Manager**

Talent Socio, Noida

Oct 2020 – May 2021

* Getting requirement from Client as Talent Manager/vendor partner.
* Working as SPOC for delivering end to end recruitment.
* Eliminate silos of spreadsheets with a single resource plan
* Create visibility of resource capacity, competency, and availability for all stakeholders
* Establish a real-time resource scheduling to accommodate the fast-changing ground reality
* Track all types of work, i.e., project work, non-project work, vacation, etc.
* Establish multi-dimensional viewing and overcome the challenges of a matrix structure
* Lead the creation of recruiting plans for all the open position
* Consult with stakeholders to determine competency requirement
* Pre-screening all resume prior sending them to clients or hiring managers
* Handing 4 accounts and mentoring team of 5
* Creating contracts and POs for account.

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**Freelancer – IT Recruitment**

Freelancer – IT Recruitment

July 2017 – Oct 2020

* Provided support to deliver full-cycle recruitment and coordination of hiring activities
* Job posting, Sourcing, screening/interviewing candidates, generating weekly KPIs reports and building candidate inventory
* Sourcing talents from different channels, proactively search new avenues to determine and attract candidates and pipeline talent for future opportunity

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**Senior Analyst – COO**

Barclays Technology Centre India, Pune (Payroll HGS)

Mar 2013 – Aug 2013

* Coordinate with various cross-functional departments to educate and communicate expectations, performance and procedures to vendors
* Hire, develop, and lead a team of 3
* Manage strategic demand intake and take appropriate actions
* Contract management and administration using Vendor Management System
* Develop partnerships with hiring managers to define core competencies for each function and develop targeted key evaluators for the interview process.
* Conducted cross-functional management for initial and follow-up, candidate engagement through the entire recruiting process and close candidates with verbal offers and formal offer letters.

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**Senior Executive**

Fulcrum Worldwide Software PVT LTD, Pune

Sept 2010 – Dec 2012

* Sourcing and Scheduling
* Manage the full cycle of recruitment process
* Strategically drive the best processes of profiling and sourcing as well as conducting initial screening.
* Attending kick off meetings to understand the requirement.
* Working closely with Technical Panel and BU heads.
* Interview co-ordinations at different levels.
* Identify and implement continuously enhance efficiencies associated with vendor management plus produce fulfilment.
* Participate to formulate workflow processes, methods and policies for applying vendors.