**A person with long hair

Description automatically generated with medium confidenceSASWATI PAUL**

**SASWATI PAUL**

**Senior Management Professional- Human Resource**

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**SNAPSHOT**

An innovative, energetic, strategic HR professional with deep experience in Talent Acquisition, Talent Management, and other Human Resource functions with 14+ years of India, USA, and UK experience. Strengths include formulation & execution of recruitment strategy, and augmenting the recruitment process by enabling technology (VMS and ATS systems).

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**PROFESSIONAL SYNOPSYS**

* Full spectrum of Human Resources program, services and functions Strong command in Talent Acquisition, Training & Development, Performance Management System, Payroll, Statutory Compliance, Organisational Development, Employee Engagement etc.
* Proficient in overseeing the HR process including manpower budgeting, recruitment, performance management, policy and compensation management, employee engagement & retention, training & development, resource management.
* Expertise in designing job descriptions and leading the creation of a recruiting and interviewing plans.
* Extensive experience in IT recruitments and manpower outsourcing for several IT clients who are from Services as well as Products domains ranging from Large to Mid-Sized IT Companies
* Expertise of working on Contract / C2H / Deployments as well as Permanent Hiring models and several other models for IT companies.
* Expertise in Tier 2 hiring.
* Well conversed with domestic and international Job Board (Naukri, Times Jobs, Monster India, Monster UK, Monster USA, Dice USA, Dice UK, CW Jobs, Indeed USA, Indeed UK, Reed UK, LinkedIn Recruiter)
* Expertise is using VMS(Bullhorn, Fieldglass, Iqnavigator) and ATS(SuccessFactors, Zoho Recruit).
* Excellent strategist and communicator with ability to lead the people at all hierarchical levels & a strong team player. Worked closely with top management on business strategies.
* Design, develop and maintain the Talent Acquisition process in the organization (including costing, reporting, taking proper actions to close gaps).
* Hands-on exposure in managing Stakeholders.

**CORE SKILLS**

**Recruitment Process Lifecycle**

**Talent Acquisition**

**Talent Management**

**Executive Search**

**Performance Management**

**Stakeholder Management**

**Employee Engagement**

**Employer Branding**

**Client Relationship Management**

**IT Hiring**

**Social Media Recruitment**

**Key Account Development & Management**

**Training & Development**

**DOMAIN EXPERIENCE**

Information Technology, Healthcare, Oil & Gas, Retail, Manufacturing, BFSI.

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** EDUCATION**

* Sikkim Manipal University of Health, Medical and Technological Sciences, West Bengal, **MBA** in 2007 with Specialization in **Human Resource Management** & Marketing Management.
* University of Calcutta, Kolkata, West Bengal, **Bachelor of Arts** (Honours) in 2005.
* W.B.C.H.S.E, **Higher Secondary** (Humanities) in 2002
* W.B.B.S.E, Secondary in 2000

**CERTIFICATIONS**

* **SAP-HCM**(Functional) by SAP Student Academy Program [Certificate No.: S000600001]
* Core Java Certified from NIIT
* International English Language Testing System (IELTS).
* Goethe-Zertifikat A1 (German Language Certified A1)

**CAREER RECITAL**

**KPI Partners Pvt. Ltd. [https://www.kpipartners.com/]**

**Dec’22-Till Date- Lead Talent Acquisition**

* Managing end-to-end recruitment cycle.
* As Lead TA understand business needs & utilizing multiple sourcing strategies and techniques including internal bench maintenance, using referrals, job boards (Naukri, Indeed) social media (LinkedIn Recruiter), and engaging with multiple vendors as needed.
* Identifying manpower requirements sourcing candidates that match the desired skills and screening them as an Individual contributor.
* Hand-holding the candidates till the time they join with timely follow-ups.
* Attending daily/weekly meetings with account heads and managers to keep them on track with the status of the requirement.
* Conducting meetings with the Hiring Managers /Stakeholders.
* Working as SPOC for Vendor Management for permanent staffing, contractual staffing & their Billing/invoices.
* Reports (MIS) Maintaining - updating multiple Excel sheets & sending timely reports to Senior Management.
* Using **Zwayam (ATS)** to centralize recruitment data.
* Mentoring teammates for overall recruitment activities.
* Creating reports for monthly/quarterly business reviews; providing input on the same resulting in reduced resource wastage and higher reliability Ensuring recruitment, training, development, and retention of high-quality staff.
* monitoring achievement of KPIs to identify and implement training requirements.

**Wiz Digital Services Pvt. Ltd. (Wizard Consulting Pvt. Ltd.) [** <https://www.wizcondigital.com/> **]**

July 18- Nov’2022 **-Manager HR (India, UK & Ireland)**

Feb’17-June 2018**- Assistant Manager HR (India & UK)**

**Key Result Areas: -**

**Talent Acquisition**

* Responsible for the **Full Life Cycle of recruitment** of senior & mid-level IT professionals from across the country.
* Identified the various sources for resourcing overall and helped in strategizing the recruitment process.
* Extensive working exposure to **Nish skills** like Data Analytics, Data Management, Data Warehousing, Data Governance, AI, Robotics, Salesforce, Informatica, Business Intelligence, etc.
* Develop, implement, and manage a recruiting strategy aimed at attracting top talent across the industry.
* Implement effective manpower planning, resourcing process, monitoring vacancies in various projects, and actively involved in sourcing and hiring of good quality resources.
* Led, directed, motivated, and developed a recruitment team to ensure that the right level of service & support is provided to clients.
* Responsible for maintaining the recruitment database using **SuccessFactors (ATS), Bullhorn (VMS), Iqnavigator (VMS), and Fieldglass(VMS)** .
* Responsible for conducting initial screening, interviews using **MS Teams,** and technical tests through **TestDome**.
* Involvement in dealing with different types of immigrants such as **Tier-2 General**, **ICT** for processing documents.
* Responsible for background checking of potential candidates on web portals like LinkedIn, Facebook, etc.
* Responsible for arranging weekly review meetings with management through **MS Teams** or **Zoom**.
* Responsible for preparing various MIS reports based on the requirements open, closed, and pending. Hire and placement reports.

**HR Operation, Payroll, and Statutory Compliance**

* Responsible for performing personnel management activities such as Attendance, Leaves, Payroll/salaries etc.
* Responsible for **Tier 2 General Visa** processing documentation such as TIER 2 (General) Entry Clearance form, NRAIC, COS etcetera.
* Responsible for working on **Zoho People** and **Zoho Recruit (ATS)** to maintain employee onboarding, attendance management, time tracking, and appraisals.
* Extensive work experience in **Zoho People** portal customization such as Time Tracker, Asset Forms, Expense Management, User Access Control Permissions etcetera.
* Responsible for establishing good relationships among employees, resolving **employee grievances**, and queries & following up with them to ensure maximum employee satisfaction.
* Created, developed, and implemented Employee Handbook and Policies to ensure an integrated approach to all Human Resource systems.
* Liaison with the Management to formulate company policies & procedures.
* Liaison with the centralized accounts team for salary disbursement for internal employees and outsourced employees.
* Coordinate with a Tax consultant on the submission of periodical statutory returns along with the team as per ESI, PF, and Employment Exchange regulations.
* Responsible for Coordinated health insurance service providers to issue a new health insurance policy, policy renewal, and claim settlement.
* Working experience in Client Management, Stakeholder Management, beginning from relationship nurturing to ensuring delivery. Review Serviceability and seek clarification, if any, from the BD team.
* Responsible for getting necessary contracts signed & discussing the payment/invoicing.
* Responsible for coordination with the Accounts team for processing invoices like Recruitment commercials.

**Synchronisys Inc. (Payroll Company-Global Associates)** [<https://www.synchronisys.com/> ]

Nov’15-Feb’17 **-Sr.IT Recruiter and Bench Sales Consultant, (US Hiring)**

**Key Result Areas: -**

* Full life cycle recruitment of the full range of SDLC (software development lifecycle)
* Actively involved in all phases of recruiting sourcing, identifying, interviewing, screening, resume formatting, cold calling, and salary/rate negotiations.
* Working for **C2C, W2, 1099** based on contract positions.
* Well-versed in all areas of employment laws, visas (**USC, EAD, H1B, TN, GC, OPT, CPT**)
* Maintaining a rapport with the Vendors/Employers
* Maintaining the integrity of the candidate database while maintaining timely communication with internal and external candidates, keeping them up to date as far as their status goes
* Screening and short-listing of candidates as per the client’s requirements. Arranging the interview of the selected candidate with the client company. And taking feedback from the candidate regarding the interview
* Remain in regular contact with the finalized candidate for the period till he/she joins the project.
* Post-interview follow-up till the requirement is filled up.
* Creating a database functional-wise and constantly updating the existing database.
* Responsible for client coordination to assess their consulting needs and provide suitable resources to fulfill the requisition.
* Responsible for identifying potential opportunities for bench consultants and placing them in the   
  projects.
* Gathering requirements for bench consultants from various sources like prime vendors,   
  job portals and other job networking sites.
* Sharing requirements with the bench candidates and checking /her comfortability to process profiles for interviews.
* Experience in Negotiating rates with c2c vendors.
* Experience in scheduling interviews, and briefing candidates before and after interviews.
* Maintaining the database of new candidates and keeping track of contract details (project extensions, start, and end dates) for existing resources.
* Responsible for assisting bench sales consultants to prepare new resumes, resume formatting, and resume updating.
* Responsible for posting a list of bench consultants on social networking websites (such as LinkedIn) to reach a maximum number of Prime Vendors.
* Establish and maintain a good relationship with the employees, vendors, and clients.

**Exp Info Inc. presently known as Progthrive Tech Private Limited)**

Jan’13-Oct’15- **Technical Recruitment Consultant** **(US Hiring)**

**Key Result Areas: -**

* Responsible for full life cycle IT recruitment for local government, and federal government clients of the USA.
* Utilizing LinkedIn, job boards (Dice, Monster), professional referrals, and internal databases to locate qualified candidates
* Actively involved in all phases of recruiting sourcing, identifying, interviewing, screening, resume formatting, cold calling, and salary/rate negotiations.
* Responsible for initial screening, short-listing as per the client requirements, and arranging interviews of the shortlisted candidates with the client company.
* Responsible for initial tech screening before submitting to the client.
* Responsible for regular coordination with candidates till he/she joins the project.
* Post-interview follow-up with Client till the requirement is filled up.
* Responsible for creating a new database and constantly updating the existing database.
* Extensively worked on C2C, W2, and 1099 contracts.
* Well-versed with employment visas such as USC, EAD, H1B, TN, and GC.
* Responsible for maintaining rapport with the Vendors/Employers
* Responsible for providing training to the subordinates

**Wipro BPO** [ <https://www.wipro.com/sustainability/> ]

Dec’11-Dec’12- **Talent Acquisition Executive**

**Key Result Areas: -**

* Responsible for managing the full recruitment life cycle from understanding the requirement and furnishing them with relevant profiles.
* Sourcing and identifying the quality profile from referrals, job boards (Naukri, Monster, Times), internal databases, and social networks.
* Responsible for initial screening through telephonic interviews.
* Responsible for setting up interviews with the interview panel members.
* Coordination with candidates and HR operation team for smooth processing of documentation to complete the onboard process.
* Responsible for candidate’s database maintenance using myWipro.

**3Dots Consultancy Private Limited** [ <http://www.3dotsconsultancy.com/home/contact> ]

June 2008–November 11- **HR Executive**

**Key Result Areas: -**

* Responsible for hiring candidates from junior level to senior level hierarchy for Healthcare, FMCG, Retail, Manufacturing, IT, and BFSI clients.
* Requirement gathering and understanding as per the job description shared by clients.
* Sourcing resumes through different channels like Headhunting, Referrals, Social Networking sites, Job portals like Naukri Times jobs, Monster, etc., and internal existing Database
* Responsible for short-listing resumes according to the job description and after initial telephonic screening sharing shortlisted profiles to the clients.
* Responsible for candidate evaluation through Face-to-Face interviews and Tele conversation.
* Conducting and coordinating interviews of the selected candidates with the client company.
* Responsible for client coordination for pre and post-interview status updates.
* Responsible for regular coordination with the candidates till onboarding by the clients.
* Responsible for post-interview follow-ups with clients and candidates till the requirement is filled up.
* Create and maintain a Fieldglass database and constantly update the existing database using MS Excel.

**IT SKILLS:**

* Well versed with Windows, MS office packages like Word, Excel, Power Point, Teams and Outlook etc.
* Internet Application.

**PERSONAL DOSSIER:**

* **Date of Birth**: 23rd September 1983
* **Mother’s Name**: Mrs Pratima Paul
* **Father’s Name**: Late Mr Nikhil Paul
* **Gender**: Female
* **Marital Status:** Spinster
* **Nationality**: Indian
* **Languages Known**: English, Hindi, Bengali, Germany
* **Passport No. -** L2003793

**DATE:**

**PLACE: SIGNATURE**