**Gagandeep Kaur Alag Contact No:** +91- 9560486780

[gaganhr1224@gmail.com](mailto:gaganhr1224@gmail.com)

* PGDM in (Human Resource), Symbiosis University 2015

* B.B.A (Human Resource), GNIM University 2012

**Professional Preface**

* A dynamic & competent professional with **7.2 years** of experience into IT & Non- IT recruitments.
* Target oriented & Process driven with ability to take up challenges and perform in changing work environments.
* Strong interpersonal skills with inherent focus on quality, rapport and relationship building.
* Areas of Expertise - Staffing, Head Hunting, Reporting, Client Management, Contract recruitment, Team management, Interviewing and Salary Negotiation.

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| ***CAREER SNAPSHOT – Total Experience – 7.2 Years*** |

**1.GENPACT, Noida** Designation: Consultant Recruitment **July’21 -till date.**

**Job Responsibilities**

• Working for leading investment bank and financial services clients.

• Developed and executed recruiting plans to meet the hiring requirements for India.

• Worked with Stakeholders to gather the open requirements, understood them and filled the vacant positions for multiple clients/accounts and Projects.

• Distribution of requirements and allocating the open positions to external vendors.

• Managed all aspects of candidate administration such as maintaining and updating applicants on tracking system such as Taleo and offer activity, job description creation, ensuring current job positions are posted in all recruiting job boards.

• Sourced profiles from multiple job boards such as Naukri, LinkedIn, Employee Referral to meet the business and client’s requirement on required timeline.

• Conducting, managing weekend drives to make the healthy pipelines.

• Interview coordination with candidate and tech panels.

• Acted as a Point of Contact for Vendors to cover the requirement.

• Involved in documents collection and on-boarding of shortlisted/ selected candidates.

• Scheduled business/ Stakeholder calls to discuss open indents and challenges coming to fill requisitions on weekly basis.

• Involved in cost negotiation with candidates.

• Responsible to candidate’s documents for background verification of offered cases.

**Technology Stack I have worked and hired**: - React Full Stack, Front End, React Js, Informatica, Java/ .Net Full stack, Linux device driver, android device driver, QA SDET (Selenium/ JavaScript/ Cypress), Hadoop, DevOps.

**Requirement Gathering/understanding.**

• Briefing Candidates regarding the Job Description, Company Profile and Career Perspective.

• Screening application by conducting the preliminary telephonic interview to evaluate/understand their skill sets and area of interest.

• Forwarding the suitable profile details to the client.

• If profiles get short-listed by client, then arranging personal interview.

**2. Symmetrical global search, Delhi** Designation: Senior Recruitment Specialist **Oct’18 -May'20**

**Job Responsibilities**

* Handling end-to-end recruitment of middle and senior management positions for IT, Non IT, telecom and Banking sectors.
* Sourcing potential candidates through various sources like industry mapping, head hunting, networking, LinkedIn, Twitter, Google search, internet mining. database, job portals, referrals
* End to end requirement in volume and mass hiring.
* Understanding business forecast/pipeline and building a resourcing plan to meet client needs.
* Involved in the full life cycle of the Recruitment Process starting from mapping, sourcing, screening, evaluation, scheduling interviews, follow-ups, offers, and reference checks.
* Handling first round of HR Interview in order to assess the candidates Suitability, Attitude, Academics and Professional qualification, Experience, Communication skills etc.
* Follow up with candidates to ensure acceptance of offers, joining etc. and maintain a relationship thereafter.
* Interacting with clients to discuss job, prospective candidates & recruiting strategies.
* Maintain and update status of all ongoing position (status of interviews, candidate short-listed for various rounds).
* Retaining monthly and daily reports.
* Maintaining client interaction on weekly basis.

**3.** **Elite HR Practices, Delhi** Designation: Senior Recruitment Specialist  **Oct’17 -Oct'18**

**Job Responsibilities**

* Identification of job vacancies and preparation of parameters
* Sourcing the profiles from Database, job portals and employee references
* Job postings on portals.
* Screening and Short listing the profiles based the requirement
* Conducting telephonic interviews and checking the suitability of the candidate
* Interviewing the suitable candidates and assisting the interview panel members
* Conducting employment verifications
* Issuance of offer letter for the selected candidates
* Maintenance of the recruitment tracker
* Researching potential candidates and keep on building, maintaining and monitoring active database of various skill-sets
* Regular follow up with the candidate until the person joins the company

1. **ANRI Solutions, Delhi** Designation: HR Executive **Oct’14- Dec’15**

**Job Responsibilities**

* Worked with employers to understand their recruitment needs , develop recruitment strategies to achieve required staffing , evaluate the talent pool and refer qualified job seekers for employment
* Supervised and led team in recruiting efforts
* Posted employment opportunities with various employment websites.
* Sourcing through LinkedIn, Indeed, and Monster to search for qualified candidates
* Allocating jobs and workloads to individual staff members based on their ability
* Making sure all tasks given to staff are done on time and to the required standard
* Ensuring a clean, safe and friendly working environment for all team members.
* Providing accurate information to senior managers on key issues

**5.****Concepts Unlimited, Delhi** Designation: Recruitment Specialist **May’12 - July’13**

**Job Responsibilities**

* Interacting with clients and understanding the requirement (IT/Non IT)
* Maintaining database of prospective candidates
* Sourcing talent through job portals (Naukri, Monster)
* Worked on Contractual as well as the permanent position as per the client requirement
* Identifying right candidates with required skill set
* Tele-interviewing the candidates
* Scheduling & Coordinating the interview between candidate & client
* Taking feedback after interview
* Regular follow up with the candidate
* Job posting & Bulk hiring

**Profiles catered on:**

* ERP/CRM: SAP Basis, SAP ABAP , SAP FI/CO SAP ABAP, Oracle CRM, PeopleSoft etc. functional and technical consultants
* Web Technology: JAVA, J2EE, JSP, EJB, Struts, Swing, Hibernate, ASP.Net, C #, WCF, WPF, Silverlight, PHP etc.
* Database: SQL , MySQL, DB2, Oracle
* Mainframe: IBM, Cobol, VSAM, Cobol, Jcl, VMs, Cics
* Data warehousing Informatica, Business Objects, Cognos, Teradata etc.
* IT infrastructure: Desktop / helpdesk / network / security engineer, System admin
* Financer Head, Finance managers, Financial Business analyses, Personal Banker authorizers.

**Niche skills:**

Hadoop, Analytics, Cloud, Big Data, Artificial Intelligence,(IOT)-Internet of things.

**Clients**

Computer Science Corporation, Cognizant, India bulls, Tech Mahindra, E&Y, Rediff, HCL, SAMSUNG, Tata communications, EXL Services, Xavi Ent, Tomia, Porter.in, Edelweiss financial services, Innoviti Payment solutions, Sasken, American Express, HDFC Bank, Wipro, Accenture, TCS, CSS, Tech Mahindra, Mahindra Satyam, Ernst & Young, OSS Cube, SunGard, Rare Mile Technologies, Aditya Birla Minacs, Cap Gemini etc.

**Achievements**

* Team Handling Experience
* Awarded as the star performer of the Quarter multiple times
* Appreciated by stakeholders / Clients frequently.

**Personal Information**

* Address: A-117, Ganesh Nagar, P.O Tilak Nagar New Delhi - 110018
* Date of Birth: 20th June ’91
* Marital Status: Married
* Languages known: English, Hindi & Punjabi

**(Gagandeep Kaur Alag)**