

Varun Joshi

Human Resource and
Information Technology Enthusiast.

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New Westminster, British Columbia

ABOUT ME:

A RESULT oriented professional with 23 Years of overall work experience and 10+ years of extensive experience in Recruitment and Human Resource Management across multiple domains.

Successfully built the HRD for various Start-ups resulting in smooth functioning and enhanced employee retention.

Excellent interpersonal skills in collaborating with stakeholders (int/ext) to identify and remedy quality/process improvement issues.

A Champion in eCommerce, IoT, Logistics, Retail and IT Consulting space, working on niche and volume manpower requirements.

Acquired Talent for various positions ranging from executive to C-Suite level roles.

Maintained a good offer to joining ratio for various start-ups in multiple functions such as Technology, Sales & Marketing and Administrative roles.

Built and maintained a pool of suitable candidates in various functions for hassle-free hiring & onboarding of right Talent.

Good team management ability for delivering key business expectations to internal and external customers.

COMPETENCIES AND SKILLSETS:

Talent Acquisition | Training | Payroll Management | Employee Engagement | Performance Management | Employer Branding | Team Management | Administration & Office Management | Vendor Management | AMC & Asset Management | Events & Conference Management | Marketing | Key Account Management | Website & Social Media Management | Customer Service |

SYSTEM IMPLEMENTATION:

Implemented HRIS for smooth functioning of various HR-related Tasks such as Payroll, Attendance and Leave Management.

Implemented ATS to ensure a smooth recruitment process and constructive feedback to ensure a positive brand image.

CAREER SUMMARY:

RAVEN FORCE COURIERS INC. – Delta, British Columbia

October 2023 – Till Date

Human Resource Manager

H. S. P. CONSULTANTS – Mumbai, India

May 2018 - Aug 2023

Principal Consultant

Talent Acquisition Projects

- Softbank Robotics | Japan (Jan. 2023 - Jun. 2023)

- Rakuten | Japan (Apr. 2022 - Dec. 2023)

- GOJEK | Indonesia (Jun. 2021 - Mar. 2022)

- CargoBase TMS | Singapore (Jan. 2021 - Jun. 2021)

Human Resource Business Partnership Projects

- Studio Pepperfry | India (Jan. '20 - Dec. '20) - Retail

- Accio.ai | India (Jul. '19 - Dec. '19) - Technology

- Olivetheory | India (Jan. '19 - Jun. '19) - eCommerce

- GroupMRP | India (Jun. 18 - Dec. 18) - Marketing

RUSTOMJEE ACADEMY FOR GLOBAL CAREERS PVT.LTD.

January 2014 to April 2018

Human Resource Manager (May 2016 - Apr. 2018)

Assistant Manager HR (Jan. 2014 to Apr. 2016)

DESTINATIONZ MANPOWER PVT. LTD.

September 2012 to January 2014

Recruitment Consultant

EDUCATIONAL BACKGROUND:

ITM Vocational University

Master of Business Administration

Major in Human Resource Management

Calorx Teachers University

Bachelor of Commerce

CERTIFICATIONS:

Data Science Boot-Camp | Udemy, Online

The training consisted of Mathematics, Statistics, Python, Advanced Statistics in Python, Machine & Deep Learning

Web Development | Internshala Trainings, Online

The training consisted of HTML, CSS, Bootstrap, DBMS, PHP, JS, React, and Final Project modules.

Data Visualization | Udemy, Online

The training consisted on Excel, Tableau, Python, R, Power BI and Dashboard Creation using Excel, Tableau & Power BI.

CAREER HIGHLIGHTS:

RAVEN FORCE COURIERS INC – HUMAN RESOURCE MANAGER (4 months)

- Led end-to-end recruitment processes, attracting top talent, and implemented talent management strategies to nurture and retain key contributors.
- Managed and resolved complex employee relations issues, fostering a positive and inclusive workplace culture, resulting in increased employee satisfaction and retention.
- Developed and executed strategic human resource plans aligned with organizational goals, contributing to improved workforce efficiency and overall business success.

H. S. P. CONSULTANTS – PRINCIPAL HR AND RECRUITMENT CONSULTANT (5 years 3 months)

- Provided strategic guidance to clients on human resource matters, aligning HR initiatives with organizational objectives to drive business success.
- Ensured client compliance with local employment laws, conducted audits, and implemented risk mitigation strategies, minimizing legal exposure.
- Created customized employee handbooks, policies, and procedures tailored to clients' needs, promoting consistency and clarity in HR practices.
- Conducted comprehensive HR audits to evaluate existing processes, identified areas for improvement, and implemented recommendations to enhance efficiency.
- Designed and delivered training programs for client organizations, focusing on HR best practices, diversity and inclusion, and other relevant topics to enhance workforce skills.
- Assisted clients in organizational restructuring, providing guidance on workforce planning, role realignment, and change management to optimize efficiency.
- Assisted clients in selecting and implementing HR technology solutions, including HRIS and ATS systems, to streamline processes and enhance data management.
- Developed and implemented talent acquisition strategies, including recruitment processes, employer branding, and candidate assessment methodologies.
- Devised and executed comprehensive talent sourcing strategies, leveraging a variety of channels such as job boards, social media, and industry networks to identify and attract top-tier candidates for diverse roles.
- Implemented and managed a candidate relationship management system to build and maintain a talent pipeline, fostering long-term relationships with potential candidates and ensuring a continuous pool of qualified talent.
- Streamlined and enhanced recruitment processes by implementing best practices, optimizing workflows, and utilizing data analytics to measure and improve key performance indicators, resulting in increased efficiency and improved time-to-fill metrics.
- Demonstrated proficiency in end-to-end recruitment processes, from job profiling and candidate sourcing to interviewing, assessment, and successful placement. Utilized a variety of recruitment methods, including online platforms, networking, and direct sourcing, to identify and attract top talent.

RUSTOMJEE ACADEMY FOR GLOBAL CAREERS – HR MANAGER (4 years 3 months)

- Developed and executed strategic human resource plans aligned with organizational goals, contributing to improved workforce efficiency and overall business success.
- Managed and resolved complex employee relations issues, fostering a positive and inclusive workplace culture, resulting in increased employee satisfaction and retention.
- Led end-to-end recruitment processes, attracting top talent, and implemented talent management strategies to nurture and retain key contributors.
- Designed and implemented initiatives to enhance organizational effectiveness, including training programs, performance management systems, and succession planning.
- Drafted, updated, and communicated HR policies and procedures, ensuring compliance with legal requirements and aligning with industry best practices.
- Implemented and managed automated systems for tracking attendance and managing leave requests, significantly reducing administrative overhead and ensuring accurate and efficient monitoring of employee attendance records and leave balances.
- Utilized HR metrics and analytics to assess trends, inform decision-making processes, and provide insights to enhance overall HR effectiveness and efficiency.