

Sairaj Sarode

Human Resource Executive

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SUMMARY

HR professional with a knack for connecting people to purpose and policies that protect them. With nearly a year of experience in recruitment and a strong grasp of labour laws and compliance, I'm eager to contribute to impactful, compliance-focused HR operations.

TECH PROFICIENCY

HR Management Systems: ▶ Darwinbox

Recruitment & Hiring Platforms: ▶ Naukri ▶ LinkedIn Recruiter ▶ Indeed ▶ Shine

Communication & Collaboration Tools: ▶ Microsoft Teams ▶ Skype

EXPERIENCE

Singh Consultancy

Sep – June 2025

Talent Acquisition

- Sourced and screened candidates for various roles in the travel industry, including
 - MICE
 - Travel Consultant
 - Marine Consultant
 - Concierge Manager
 - Holiday
 - DMC
 - Product & Contracting
 - Cruise
 - Tech (Dev's, QA, Infra)
- Recruited for international DMCs, and tourism boards.
- Conducted initial screenings and skills assessments to evaluate suitability.
- Built and maintained a candidate database for future hiring needs, ensuring a streamlined recruitment process.

ADDITIONAL

Strengthened expertise in Labour Laws, Social Security and Statutory Frameworks to pivot from recruitment toward a compliance-focused HR role.

PROJECTS

Leveraging Open-Source Solutions: Implementing Horilla HRMS on Linux Lite | [Link](#)

Safeguarding Employee PII against Cyber Threats in HR Operations | [Link](#)

Recruitment Pipeline Configuration in Horilla HRMS | [Link](#)

Boolean Search: A Recruiter's Toolkit | [Link](#)

GitHub Developer Recruitment Guide | [Link](#)

ACADEMIC QUALIFICATION

University of Mumbai

Bachelor of Management Studies in Human Resources

2021-2024

Higher Secondary Education

2021

Secondary School Education

2019