

# Sradha Dahal

## HR MANAGER - SCI GROUP

Vienna, VA - Email me on Indeed: [indeed.com/r/Sradha-Dahal/10844f37ead21a03](https://www.indeed.com/r/Sradha-Dahal/10844f37ead21a03)

Versatile, highly motivated and accomplished player seeking a position in Human Resources utilizing the skills and experience necessary to add value and improve profitability for a competitive organization. Self Starter and Creative problem solver with specializations in both HR Management and Marketing. Dynamic and results oriented individual with nearly a decade of professional experience.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### HR MANAGER

SCI GROUP - 2008 to Present

SCI Group provides strategic advisory services, web solutions, learning solutions, and application development and maintenance solutions for commercial and public sector clients.

#### Responsibilities and Results

- Responsible for all HR functions including Staffing, Training, Benefits administration, Employee Relations and Performance Management.
- Oversee development and management of new hire orientation and ongoing employee training. Engage with clients to secure candidate and employee feedback for further advancement and growth.
- Grew Staff by 30% annually.
- Maintained staff retention rate of 15% annually.
- Interviewed around 300 candidates.
- Sourced staff for more than 200 positions.
- Reduced vacant staff positions by 30% annually.
- Responsible for the on boarding activities of new hires for the clients and for the internal positions within the company.
- Provided guidance on Compensation and Benefits structure to the team members.
- Attained client satisfaction rate of 70% across commercial and public sector markets.
- Create systems to improve communications with Hiring Managers and HR department.
- Implement resume database base and tracking systems.
- Maintain consistent relationships with Multiple Companies helping each Company fill dozens of IT Positions.
- Provided Coaching and Leadership training to around 10 Recruiting Assistants on interviewing techniques and best practices, conducted workshops and one on one coaching sessions that contributed to sound hiring decisions.
- Responsible for the employee training and development including new hire orientation and overseeing the needs assessment to determine when the training is necessary and the type of training necessary to improve the performance and productivity.

- Provided the full range of Human Resources Support and advisory services to the Managers and Staff Members of the company and communicated to the Higher Management regarding the Employees issues.
- Communicated Companies Benefits Package to the candidates.
- Keeping Employees informed about their benefits including health insurance and retirement plans.

### **Sr. Technical Recruiter**

RESTON TECHNOLOGY GROUP - 2006 to 2008

Reston Technology Group is a DC-area based Information Technology and Digital Animation company specializing in database management and system design, software development, and IT project management.

#### **Responsibilities and Results**

- Screened, Interviewed and negotiated compensation plans to recruit employees nationally.
- Successfully recruited senior technical professionals which included Software Engineers, Architects, Database Developers, Administrator, Network System Engineers, Web Developers, Quality Assurance, Project Managers and Business Analysts.
- Experienced working with the clients like Pfizer, Johnson and Johnson, Hospira, Merck and Glaxo.
- Developed and managed strong communications among clients and employees.
- Executed recruiting strategy which included insights on sources including Dice, Monster, 3rd Party Vendors, and Independent consultants.
- Recruited over 30 candidates annually.
- Grew Professional Staff by 15% annually.
- Maintained retention rate of 10% annually.
- Generated brand awareness which resulted in 10% increase in employment interest annually.

### **Technical Recruiter**

Master Informatix Systems - 2005 to 2006

Founded in 1995, Master Informatix Systems serves commercial and public sector clients in System Design, Software Development, Project Management and IT staffing. The firm employs top IT talent, deploys cutting-edge technology and has a proven track record of delivering world-class systems using Java (J2EE), .NET, UNIX, ColdFusion, Oracle and SQL Server solutions.

#### **Responsibilities & Results**

- Identified, interviewed and recommended prospective employees for technical recruitment opportunities.
- Managed external advertisements to recruit and retain top IT talent across the nation.
- Established new techniques for screening both resume and virtual interviews.
- Increased candidate pipeline by 15% annually.
- Successfully recruited over 35 employees saving the firm around \$30,000 annually in recruitment costs.
- Maintained retention rate of 10% annually.
- Received positive client ratings on recruited talent.

### **EDUCATION**

#### **Masters of Business Administration in Human Resources Management**

Strayer University

#### **Masters of Business Administration in Marketing**

Tribhuvan University

## SKILLS

MS Office (10+ years), Ms Outlook (10+ years), MS WORD (10+ years), MS EXCEL (10+ years), Human Resources (10+ years), Ms Powerpoint (10+ years)

## CERTIFICATIONS/LICENSES

**Human Resource Management Certificate**

**PHR/SPHR Preparation Course**

## ADDITIONAL INFORMATION

### COMPUTER SKILLS

Office Suite: MS Word, MS Excel, MS PowerPoint, MS Access, MS Visio

Graphic Designing: Photoshop, MS Paint

Programming Languages: C, C++

Operating System: Windows [...]

Candidate for the SPHR Certification