

RESUME

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Objective: Learn and lead both leadership and management qualities to improve organizational ability to exceed corporate goals and fulfill commitments made to organization and myself.

Key Areas:

Perm and Contract Staffing	Stakeholder Management	Account Management
Resource Planning	New Recruitment Initiatives	Market Analysis
Talent Mapping	Hire Train Deploy	Team Handling
Vendor Management	Volume & Niche Hiring	Risk Analysis and Mitigations

Summary:

- Over 9.6 years of experience in Staffing industry for Captives, Product and Service based clients.
- Responsible for End to End Recruitment Cycle, managing recruiting process from requisition initiation market analysis, screening, interviews, offers, BGC and on-boarding.
- Assisted various clients like Morgan Stanley, PayPal, CME, ESHC, GE, Goldman Sachs, Intel, CISCO, Thomson Reuters, Tesco, VMware, McAfee, HCL Technologies, Philips and Aris Global.

Job History:

- Worked as Lead Associate – Talent Acquisition for Genpact Headstrong from Mar 2017 – Jul 2019
- Worked as Sr. Executive Corporate Recruitment for Collabera Technologies from Mar 2014 – Jan 2017.
- Worked as Executive Associate with HCL Technologies from May 2012 to Oct 2013. (On payroll of ScaleneWorks people solutions LLP)
- Worked as Sr. Recruiter with Volantis Technologies from April 2011 to May 2012.
- Worked as Intern and trainee HR Executive with Hudam HR Associates from July 2009 to April 2011.

Achievements:

- During my tenure at HCL, have worked on close deadlines where in for a specific project we had to on-board a mid-senior resources immediately as we were taking a hit on billing. I could manage and on-board resources within 3 working days, got applause and appreciations from Client and project team and also was part of most critical projects for client like Thomson Reuters, Intel, VMware, Tesco and McAfee.
- On a critical project at Collabera, wherein I was part of a new project for mass graduate hiring for a client, which was exclusive for five staffing agencies. Initially we faced issues related process, being a single man of show had set a process for pre-screening, interviews, and post selection process. Which helped us to make the most of this project where out of 250 we managed to close 170 positions was awarded for best performance award.
- Genpact has been a great experience where in I was part of CMITS managing clientele like Morgan Stanley, Paypal, GE, ESHC and CME. Awarded with best performance for hiring best resources in short time frame for core service lines like Devops, Pega, Python, UI (Angular, React, and Node), Fullstack and QA areas.

Professional Experience:

- Handling Corporate Recruitment & supporting regional team on Technical and Functional Recruitments
- Manpower Planning and Budgeting according to business requirements
- Suggest project for Business Gap Analysis, Recruitment Cost Analysis for better results.
- Driving campaigns like Employee Referral, IJP and Diversity hiring.
- Experience in Employee relations and employee engagement.
- Experience in Permanent, Contract, Contract to Hire, HTD, Off campus Hiring process.
- Planning the recruitment process and develop new recruiting strategies in addressing client requirements.
- Experience in sourcing through Internet job portals (Naukri, Monster, Times Jobs), LinkedIn Premium, Social Networking sites combined with utilizing existing candidate database for referrals along with various Internet sourcing techniques.
- Constant Interaction, co-ordination with clients for new requirements, Interview Schedules, Feedbacks, Placement formalities etc.
- To update MIS reports of requirement/job orders to help the management and business team to understand the status on staffing as per projects and SLA's.
- Involved in pre and post joining formalities like documentation, Offer initiation, Workflows, Induction, On-boarding and off-boarding.
- Follow ups with candidates for Interviews, Offer acceptance, Documents submission, Date of joining and Induction process.
- Experience in organizing and managing successful weekend mega walk-in interview events including blocking facilities arranging interview panels and required accessories.
- Defining strategies for effective recruitment and attracting super performing talent towards maximizing the hiring standards.
- Market intelligence of hiring trends and competitor hiring strategies.
- Planning and executing off campus hiring.
- Team management and competency development of the team members as well as reporting to senior management. (Managed a team of 4 recruiters)
- Briefing the candidates about the organization, job profile, salary package and other details.
- Maintaining process related reports and share it on Daily, Weekly & Monthly basis.

Hire Train Deploy and Campus Hiring:

Industry recognizes that resources fresh out from Academia and Training institutes still require heavy training to be able to meet real time requirements and challenges even grows big when you are looking for skills which are niche. HTD bridges this gap by its unique and customized training. Our offering helps our customers in reducing costs for identifying, training and filtering the right candidate ensuring efficiency, better control and staff utilization. This offering is customizable and most suitable for hiring fresher's and experienced resources with desired technical skills.

As SPOC on HTD I was involved on following process.

- Our process starts in identifying customer future needs.
- Identifying Trainers and candidates, who are assessed to ensure trainability.
- Followed by extensive training and assessment on required skills.
- Then by acceptance round from the customer and deployment of resource.

Clients engaged on HTD: HCL Technologies, Tech Mahindra, IBM and Wipro.

Delivery and Stake holder Management:

- Strong experience in managing multiple stakeholders had managed delivery for 5 major projects at a time. (Most were at level of Vertical Heads, VP, AVP and Senior Project managers)

- Understanding the focused and critical positions to address on priority as per project needs.
- Helping project with MI to resolve challenges like pool availability, quality, costs and timeframe to close positions with better results.
- Suggesting stakeholders on quick interviews and hiring strategies.
- Regular communication with stake holders to update on status and updates of open positions.

Vendor Management:

- Sourcing vendors as per different hiring needs.
- Demand and supply management - fulfill the request of internal teams via vendors.
- Maintaining trackers and reports pertaining vendor fulfillment.
- Conducting regular vendor meets to help them understand the feedbacks, area of focus and hiring plans.
- Coordinate with internal stakeholders to help in understanding the exact requirements and vendor hiring strategies.

Strengths:

- Self-Motivated, Dedicated, Innovative, Hard working in nature.
- Ability to accelerate when situation demands and strong problem solving skills.
- Ability to work and deliver under short and critical timeframes.

Education:

- B.Com from Bangalore University in 2009.

Declaration: This is to confirm that above furnished information is true to the best of my knowledge.

Date:

Place: Bangalore

Best Regards,

Asghar Khan