

LOV SUCHDEVA



2016-18

**MBA
(HR)**

CGPA: 7.0/10
Sikkim Manipal University

2007-11

**B.TECH.
(Mech.)**

CGPA: 6.5/10
PTU, Jalandhar

2007

12TH

CBSE Board

2005

10TH

CBSE Board



Delhi



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EXPERIENCE - 5 years

**Senior Executive HR (NBU), HRBP Role – CJ Darcl
Logistics Ltd. Gurgaon [May 2017 – Present]**



- Handling overall HR functions for North Business Unit (800+ strength) primarily Organisation Design, PMS, Recruitment & Compliances.
- Implementation of HRIS having modules for recruitment, employee records, attendance and joining and exit formalities.
- Enhanced productivity by 15% of 2 business teams through organizational restructuring.
- Designing the KRAs and KPIs (objectively) for employees of 5 different business teams for PMS.
- Hands on experience of SAP HR in all HR functions (Joining & Exit Formalities, Attrition, Payroll, Attendance and Leave Process).
- Streamlined daily work tracking & queries regarding statutory compliances (EPF, ESI, Bonus, Gratuity...) through implementation of daily management tools like Asana & Fretron Issue tracking system specifically customised for CJ Darcl.
- Recruitment for all key positions; reduced TAT from 45 to 30 days.

Recruitment Specialist (Pan India), Corporate HR Role Eteam Infoservices, Noida [Jan 2016 to Dec 2016]

- Handling the north team HR function like Joining & Exit formalities, Induction, Payroll Process, Attendance & Leave Management.
- IT recruitment experience including analysing requirements, sourcing & screening, head hunting, and walk-Ins & handling end to end recruitment activities with updating reports and maintaining weekly and monthly database.
- Closed 10 different positions in a day through walk-ins with different clients while in total closed approximately 45 C2H and 30 permanent positions in a year
- Made the incentive policies for permanent and C2H closures to motivate the recruiters.

Clients Handled:-

Cognizant, Wipro, Bank of America, PWC, Honeywell, Vmware, Facebook..

IT Recruitment Specialist (Pan India) – Concepts HR Delhi [1.6 years - Aug 2014 to Jan 2016]

- IT Recruitment experience including analysing requirements, head hunting and walk-Ins, handling end to end recruitment activities.
- Updating status report every day and maintaining weekly and monthly database (offer status, interview slots).
- Closed 100+ positions on permanent basis during this tenure, with hiring on top level positions at top management cadre.

Clients Handled:

Cognizant, Tech Mahindra, Deloitte, KPMG, TCS, E&Y, Kronos, Samsung, Accenture, Capgemini, Fujitsu, Novartis.....

Closed a good number of positions in both domestic and international market



INTERNSHIP



TRAININGS



AWARDS AND ACHIEVEMENTS



SKILLS



CERTIFICATIONS

Intern – Munjal Showa Limited, Gurgaon

[6 months – Jan 2011 to June 2011]

- Organization: Manufacturing division of **Munjal Showa**
Title: “Reducing the material cost for making the main tube of Front & Rear Suspension in Indian Motorbikes”
- Learning:
 1. Learnt about the exact material size required to make the main tube, Assembled a machine to make easy and friendly to use to get the tube as per specification.
 2. Negotiated with the vendors to provide as same specification iron bars in lesser amounts.
 3. Initiated the process with full dedication to get good revenues for the organisation.

Live Projects and Industrial Training

- Done a project to drive the car through the technology of “Steer By Wire” by using Rack & Pinon Gear system.
- Done a 6 weeks Industrial Training with BHEL Haridwar to understand the making & working 5000MW Gas Turbine System.

Accolades

- Received appreciation mail from **Cognizant HR** on closing their director level positions.
- Received appreciation for weekend drive at **Cognizant Technology Solutions**, Gurgaon with footfall of 2000 approx.
- Received appreciation for weekend drive at **TATA CONSULTANCY SERVICES**, Noida & Gurgaon with huge footfalls.

HR SKILLS

- Talent Acquisition □ PMS □ SAP HR □ Payroll Management
- Attendance & Leave Management □ Organisation Designing
- HR Generalist □ Employee Engagement □ T & D
- Statutory Compliance □ Manpower Planning

Additional Trainings

- Completed HR Generalist & Statutory Compliances practical training certification course from ASA HR Management Institute, New Delhi.
- Completed Auto CAD 2006 & 2010 certification course from CADD Centre, Meerut.