

# SHUCHI BAHL

TALENT ACQUISITION | TALENT MANAGEMENT | HR  
BUSINESS PARTNERING | HR TRANSFORMATION

✉ shuchikapoor05@gmail.com

📍 Singapore

📞 +65 97121748

<https://sg.linkedin.com/in/shuchibahl>

## ABOUT ME

Dynamic HR leader with 15+ years of experience leading HR, talent acquisition, and talent management.

Proven track record of enhancing employer brand to attract top-tier talent across industries in MNCs, startups, and non-profits.

Proficient in HR technologies and AI tools to drive transformation and quality in HR processes.

Leading HR Community initiatives as a core team member of the National HRD Network, Singapore Chapter.

Bestselling and published author.

## EDUCATION

### MASTERS IN HUMAN RESOURCES MANAGEMENT & CORPORATE GOVERNANCE

Institute of Management  
Technology, Ghaziabad-India

### BACHELOR OF COMMERCE (HONS)

J.D. Birla College, India

### CERTIFICATE OF EMPLOYMENT INTERMEDIARIES (KEY APPOINTMENT HOLDERS)

Ministry of Manpower | Feb 2014

## SKILLS

Full cycle recruitment

Strategic workforce planning

Vendor Management

Employer Branding

Candidate Engagement

Process Enhancement

## LANGUAGES

English

Mandarin

Hindi

Bengali

## PROFESSIONAL SUMMARY

ONLINE PAJAK, APAC, SINGAPORE – RECRUITMENT DIRECTOR  
SUGAR BOX NETWORKS, REMOTE – HEAD- TALENT ACQUISITION  
CARTUS, SINGAPORE - INTERNATIONAL ASSIGNMENT CONSULTANT  
CIRCLES. LIFE, SINGAPORE – HR CONSULTANT  
REALISTIC REALTORS, INDIA (GURUGRAM) – HEAD - HR & TALENT  
MPHASIS (AN HP COMPANY), INDIA (BENGALURU, PUNE)- ASSISTANT MANAGER  
RECRUITMENT & TALENT SELECTION  
K.K. CONSULTANTS, INDIA (KOLKATA) – CO-FOUNDER & PARTNER  
NOT FOR PROFIT ORGANIZATIONS, SINGAPORE- HR COMMITTEE MEMBER  
NATIONAL HRD NETWORK, SINGAPORE CHAPTER – CORE TEAM MEMBER & CO-LEAD  
OPPORTUNITIES & NETWORKING

### RECRUITMENT DIRECTOR

Online Pajak -APAC | Singapore | Sep 2022 - Dec 2022

- Designed comprehensive **recruitment strategies**, streamlining hiring processes for global teams in collaboration with the COO and Head of People.
- Spearheaded diversity and inclusion efforts**, significantly broadening candidate pools and fostering an **equitable workplace** environment.
- Synchronized recruitment initiatives with company objectives, enhancing workforce planning and optimizing resource distribution.
- Cultivated a collaborative atmosphere within the talent acquisition team, maximizing the efficacy of **recruitment tools and methodologies**.
- Pioneered the standardization of **organizational structures**, job descriptions, and contracts, working closely with cross-functional teams and Legal for uniformity and regulatory adherence.

### TALENT ACQUISITION- SENIOR MANAGER

Sugar Box Networks | Remote | Nov 2020 - Aug 2022

- Spearheaded Talent Acquisition for both **technical and non-technical roles**, ensuring seamless integration of TA processes and strategies.
- Crafted and executed robust recruitment and **employer branding strategies** in collaboration with key internal stakeholders.
- Aligned leadership on **workforce planning**, securing consensus on annual talent acquisition goals.
- Led **strategic planning** and quarterly review sessions with senior leaders to proactively address talent needs and **optimize recruitment** outcomes.
- Leveraged analytics and market insights to drive targeted candidate sourcing and maintain a competitive talent pipeline.
- Overhauled **recruitment workflows**, achieving uniformity in job descriptions, vendor contracts, and feedback mechanisms.
- Developed a dedicated **careers portal** and **crafting compelling website**

## RECOGNITIONS

- Grew Realistic Realtors **2.5x in 12 months** with a strong focus on company culture.
- Earned **recognition twice** in one year for exceptional contributions to support the business at Realistic Realtors.
- Recognized for **top-level performance** within four months of joining Cartus.
- Rated as '**Top Performer**' in performance evaluation during the first month on the job at Cartus.
- Won the '**Beyond Service Excellence Award**' in August 2019 at Cartus for receiving top ratings in client feedback surveys.
- Received an **Outstanding dedication Award** – Babes Pregnancy Support

## INTERNATIONAL ASSIGNMENT CONSULTANT FOR BOEING

*Cartus | Singapore | Sep 2018 - Dec 2019*

- Managed end-to-end **relocation** to and within the APAC region for Boeing employees and repatriation to their home country.
- Consulted with employees on accrual of allowances, services, and benefits.
- Oversaw service administration by vendors across APAC.

### Freelance HR and Talent Acquisition Consultant (Apr 2013 – Present)

**Clients:** Circles. Life, World Toilet Organization, Bop Hub, Shared Services for Charities, Babes Pregnancy Crisis Support Limited, International Dual Career Network .

*A mix of paid as well as pro-bono work.*

- HR Committee member at Babes, Assists the Board to oversee a compensation structure and personnel policies and practices to be in line with industry practices, including, guidance on manpower needs, succession planning and professional development.
- Successfully implemented performance appraisal system from scratch for Babes Pregnancy Crisis Support, ensuring meritocracy and standardization of salary as a freelance HR and Talent Acquisition consultant.
- Recruited the entire marketing team for Circles. Life within a short timeframe and huge budget constraints as a freelance HR and Talent Acquisition consultant.
- Successfully implemented remote hiring in Philippines, Pakistan, India, and Malaysia for Circles. Life.

## GENERAL MANAGER HR & TALENT ACQUISITION

*Realistic Realtors| Gurugram | Jun 2011 - July 2012*

- Managed a large cross-functional team with dotted line reporting for other support functions.
- Transformed the HR function as a strategic partner supporting company's growth.
- Devised annual workforce plan, developed **talent pipeline** to accommodate the company's growth.
- Designed and implemented **the performance appraisal system** for the sales team. Overhauled the appraisal system to promote meritocracy.
- Collaborated with the finance team to create **compensation and benefit** structures.

## ASSISTANT MANAGER - TALENT SELECTION AND RECRUITMENT

*Mphasis (an HP Company) - India | Bengaluru, Pune | Jun 2006 - July 2010*

- Handled two different portfolios as a lateral move from **Recruitment to Talent Selection** within a span of one year of joining the company, Part of the pioneer team established to ensure high quality of new hires despite bulk hiring, instrumental in **developing, designing**, and successfully implementing the process with the support of the IT team.
- The team helped **reduce the hiring cost by 30%** and had **zero non-compliance** in the internal audit.
- Introduced portal hiring, transformed referral process, defined recruitment process documents and new hiring channels during the tenure.

## CO-FOUNDER AND PARTNER

*K.K. Consultants- India | Kolkata | Feb 2002 - Apr 2004*

- Launched startup in talent match
- Mastered market & Placement.
- Drove business development strategies.
- Achieved rewarding growth.