**Anubhav Jain**

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**SUMMARY**

* Seeking full-time opportunity in the field of Human Resource/Talent Acquisition
* Knowledgeable of all facets of Full Lifecycle Recruitment with over 9 years of exceptional recruiting success covering US Healthcare, Information Technology, Telecom, E-Commerce, Start Ups, Retail, FMCG, Consumer Durables, Federal and Commercial sectors
* Knowledge of HIPAA, HL7 and ICD 10 used in healthcare IT systems
* Top Ranked recruiter in placement metrics for high volume requisitions
* Skilled in strategic sourcing strategies, recruiting process development, technical, behavioural interviewing and utilization of multiple ATS systems
* Skilled at networking, cold-calling, advanced string logic sourcing strategies, invisible web (deep web) sourcing, passive candidate recruitment and knowledgeable in determining cost-per-hire and time-to-fill metrics
* Adept at training and mentoring recruiters on best practices and advanced recruitment concepts
* Ability to work independently with little to no supervision.
* Proficient in Training and Learning, Compensation and Benefits, Negotiation, Performance Management, and Career Development.
* Knowledgeable on current state and federal employment laws.

**KEY SKILLS:**

* HR Operations
* US Healthcare and Mergers & Acquisitions
* Talent Acquisition – IT, Non IT, Sales hiring, Bulk hiring, Campus hiring
* Performance Management
* Employee Relations
* Vendor Management
* Stakeholder Management
* US and International Hiring
* Compliance and Audit
* Reporting and HRMS
* Training and Development
* Team Management

**PROFESSIONAL EXPERIENCE**

**Eli India Pvt. Ltd. Jun 15 - Present**

**Lead – HR – Talent Acquisition**

* Responsible for managing the end to end recruitment for IT, Non IT, Bulk hiring and Campus hiring for Eli. Also responsible for Hire to retire of employees at ELI
* Hired for 52 diverse line of Business for Eli Global across locations in India, Philippines, US, Canada, Europe
* Managed positions varying from Front line sales executives to Director, VP and CXO
* Managed US/Canada and Europe hiring from India for ELI Global
* Managed a team of 6 people and groomed and trained them to outperform
* Managed and streamlined Vendor Hiring and Vendor Management
* Proposed, designed and implemented PromptHR (HRMS) tool from scratch and rolled out UAT Testing for the same
* Responsible for formulating Employee Referral Policy, Internal Job Posting Policy and set policy for Quality Objectives for the HR Team
* Taking care of Compliance and Audit for ISO 9001 certification, HiTrust and for Quality Management System (QMS)
* Was responsible for New Hire Induction, Onboarding, Exit Interviews, Offer Letters, Documentation, performance management, Career Development, Employee Engagement, Employee Retention, Employee Grievance handling and HR Operations
* Negotiated and created contracts for Contractors and vendors
* Managed Stakeholders and Business Unit Heads in US, Canada and India

**Achievements:**

* Reduced Cost Per Hire from $225 per person to $187 per person
* Managed US/Canada and Europe hiring from India for ELI Global
* Recruited 300+ people month on month across various positions across locations
* Managed and streamlined Vendor Hiring and Vendor Management
* Proposed and implemented PromptHR (HRMS) tool from scratch.
* Formulated and Rolled out Employee Referral Policy, Internal Job Posting Policy and set policy for Quality Objectives for the HR Team
* Got ISO 9001 as well as HiTrust Certification for Eli Businesses
* Reduced vendor hiring to less than 5%
* Improved Employee Reference from 14% to 37%
* Controlled attrition and reduced it from 40% to less than 15%
* Closed 89% positions within TAT of 45 days

**Randstad India Ltd. Nov 14 – Apr 15**

**Account Manager – ICT – Selection**

* Responsible for managing end to end recruitments for the Internet and Communication Technology practice for Randstad India
* Responsible for managing high value requisitions with various clients in telecom, IT, ITeS sector
* Responsible for new business development. Bringing new clients and getting new business from them week on week.
* Leverage business from existing clients and generating revenue from them
* Managing the P&L of the practice and handling GP/FTE for each member in the team
* Managing a team of 9 people and helping them close on new positions and existing positions
* Managing work flow using in house activity tracking system called Bond Adapt
* Responsible for dealing with top management of various companies to help them identify needs, creation of requisitions and finalizing budgets for each position
* Responsible for sourcing candidates through various means like cold calling, using job portals, using social networking sites like LinkedIn, Facebook, twitter, and others
* Mapping various companies top to bottom for various high value requisitions
* Responsible for negotiating CTCs with Client and Candidates upon offer and making sure candidates join at the said date
* Responsible for making sure there is a smooth transition of candidates from their current companies to new jobs
* Pitching Randstad as a preferred HR Services provider to various organizations and developing RPO business, Staffing business and search and selection business for Randstad.

**Unison International Consulting Pvt. Ltd. May 11 to Nov 14**

**Manager – Recruitments**

* Recruiting for IT Middle management, Senior management, C-Level positions in the sectors of Information Technology, Retail, E-Commerce, FMCG, Manufacturing, Education, Start Ups, Consulting, and consumer durables sector
* Successfully managing complete recruitment life cycle right from helping in creation of job descriptions to successfully negotiating salaries, placing candidates and their on boarding process
* Responsible for dealing with top management of various companies to help them identify needs, creation of requisitions and finalizing budgets for each position
* Responsible for sourcing candidates through various means like cold calling, using job portals, using social networking sites like LinkedIn, Facebook, twitter, and others
* Mapping various companies top to bottom for various high value requisitions
* Responsible for negotiating CTCs with Client and Candidates upon offer and making sure candidates join at the said date
* Responsible for making sure there is a smooth transition of candidates from their current companies to new jobs
* Maintained high rapport with all clients making sure all their requirements are met and are worked upon in promised SLA
* Responsible for weekly meetings with various clients to discuss open positions, closures on positions and ensuring profiles shared meet the clients requirements as well as proper feedback is being received for them
* Responsible for bringing new business from various clients and building new clients
* Helped in closing various high value requisitions in very little TAT
* Responsible for closing positions like Chief Technology Officer, Chief Information Officer, Chief Business Officer, Chief Marketing Officer, Chief Strategy Officer, Business Head, Business Manager, Head – IT, VP – Technology, VP – Administration, Product Head, Head – Marketing, Head – Retail Operations, Head – HR, Head – Talent Acquisition, Head – Employee Engagement and various senior management positions

**Achievements:**

* “Star of the Month” award for Mar 2012 and July 2012
* “Performer of the Year” award for 2012
* “Star of the Month” award for Jan 2013, Mar 2013, April 2013 and May 2013
* “Performer of the Year” award for 2013
* “Star of the Month” award for Feb 2014, Mar 2014 and July 2014
* Promoted from Asst. Manager – Recruitments to Manager – Recruitments in just 10 months
* Generated a revenue of more than INR 26 Lac from Jan 12 to Dec 12 and a revenue of INR 40 Lac from Jan 13 to Dec 13, and INR 50 Lac from Jan 14 to Sep 14

**Leading Edge Systems Richmond Inc. Dec 08 to May 11**

**Team Leader/Manager- Recruitment and Talent Acquisition**

* Recruited multiple Corporate Professionals, State Employees for all over the United States for Major client namely AT&T, Capital One, Dominion Power, Pacific Gas & Energy, Bank of America, Accenture, Verizon, IBM, Northrop Grumman, Infosys, Collabra, Strategic Staffing Solutions, iConma, and State Government - Commonwealth of Virginia, State of North Carolina, State of Delaware, State of New Jersey, State of Arkansas, State of Pennsylvania and State of Texas.
* Provide full life-cycle recruiting services and develop and implement strategic best practice staffing processes, creative candidate sourcing methods and recruiting metrics for clients to improve organizational recruiting functions.
* Extensive networking with community, diversity and alumni groups, leveraging employee referrals, utilizing online sourcing strategies and managing client and candidate relationships to successfully fill roles.
* Manage the full life cycle of recruitment processes including strategies, methods, sourcing, qualification, selection, pre-employment verification, offer, close, and on-boarding.
* Trained recruiters in full Life cycle of Recruitment process
* Managed a team of 20 recruiters at a time
* Interviewed, tested, and referred applicants for clerical, technical, scientific, laboratory, administrative and management positions
* Wrote and placed advertisements in newspapers, job boards, and specialized publications.
* Worked with Hiring Managers to schedule and coordinate interviews.
* Handled employee relations counselling and exit interviews.
* Assembled and maintained compliant employee documents (general, medical & confidential).
* Liaison with all company departments seeking personnel information.
* Utilize applicant tracking system Bullhorn to effectively monitor candidate flow.
* Facilitate on-boarding of candidates to client companies and State Agencies.
* Partner with hiring managers to identify and select best-fit candidates to fill job vacancies
* Conduct skill assessment testing with potential candidates
* Ensure proper documentation of processes which must adhere to legal, regulatory, and company regulations.
* Conducted technical and non-technical behavioural based interviews.
* Partner with hiring manager and human resource personnel to identify duties, qualifications, and skill set level.
* Counsel employees on resume development, interviewing skills, and other employment related concerns
* Performed job analyses, comparison studies, and compensation benchmarking and researched industry norms to facilitate the development of job descriptions.
* Detailed discussions with clients and discussed position requirements and formulated professional position descriptions.

**Finlogic Technologies Pvt. Ltd. Aug 08 to Dec 08**

**QA Executive (Contract, 5 Months)**

* Responsible for all manual, automated, regression, integration testing for the product from initial design to completion.
* Created test plan and test scripts for all 8 releases of project.
* Documented and tracked up to 600 bugs while working with developers to complete tasks on time
* Collaborated with Business Analyst
* Prioritized bugs to be completed in either current release or after beta release of product.
* Worked closely with Project Manager in determining impact of bugs on deadlines
* Created multiple spread sheets to track simulated users through the entire short transaction
* Conducted weekly status meetings with QA team.

**PRIOR EXPERIENCE:**

**Nanotech Consultancy** as **.NET Team Lead/Project Lead** from **June 07 to June 08 (Part time)**

**Carmen Solutions** as **.NET Software Developer** from **June 06 to Apr 07 (Part time**)

**EDUCATION**

* **Bachelor of Engineering - Information Technology**, VNSGU, Surat, 2007
* **Masters of Business Administration – Major - Information Systems, Minors -Human Resources**, SMU, Jan 2011