**Monish Sahni**

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Tel.: 9891139496 Date of birth – 26 December 1981

**Summary**

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| 10 years of experience in Human Resources, Recruitment and Resource Management  Have worked with large BPOs, IT and Consulting Organizations in the field of Human Resources, gaining expertise in Workforce Optimization and Analysis, and Manpower Solutions Delivery |

**Experience**

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| **Manager - Recruitment/Service Delivery – Artech Information Systems – from 25 April, 2016**  • Leading a Team of 11 Resources and Managing the entire Recruitment for the Account  • Single point of contact for the Client HR Team and the MSP Coordinators for all aspects of Resume Short listings, Scheduling Interviews, Selection and Hiring of candidates, Managing the Background Verification of candidates and subsequent Delivery of Resources on the Project  • Responsible for qualifying each job opportunity and the job description by connecting with the Hiring Managers, qualifying resumes and candidates for each job opportunity, doing interview preparations and getting relevant feedback from the various stakeholders  • Prepare the monthly dashboards for the Management Review, identifying and publishing trends and analysis, suggesting Recruitment Strategies and also responsible for meeting growth targets of the Account  **Manager – Resource Management - Ericsson from 10 February, 2014 to 31 May, 2015.**  • Lead a Team of 7 Resources, interacting with the Global Leadership Teams, Functional Heads, SVPs, CFO and CHRO and enabling them to make informed decisions on our Workforce Planning and Manpower needs  • Prepared Recruitment Dashboards, did Lead Time Analysis, and published Trends and other Data Analysis for the weekly and monthly Review by the Global and Regional Leadership  • Responsible for ensuring all Internal Hiring Requests are fulfilled within TAT, and also providing the Shared Services Model support for all Regional Hiring within the Organization, Recruiting for Telecom and Network Engineers, and also for Leadership and Executive Management positions |

**Senior Analyst – Resource Management - Accenture Consulting from 13 August, 2012 to 7 February, 2014.**

• Resource Planning, Pool Management and Internal Staffing of 500 Consultants; 300 in the area of Talent and Organization Performance and 200 in Supply Chain Management

• Pioneered in Re-structuring the Resource Management Function, enabling the Project Managers to achieve key Supply/Demand and Productivity targets of Chargeability, Availability and Demand Fulfillment

• Single Point of Contact, liaising with all Global Stakeholders to maximize Utilization of the Resource Pools, over achieving growth targets

**Assistant Manager – Resource Management – Patni Computer Systems from 29 November, 2010 to 9 August 2012.**

• Helped save the Organization 10% of the overall Cost per Resource by analyzing the Workforce on the basis of Performance, Experience and Cost matrix (for a span of 2600 employees)

• Responsible for meeting all demands for Recruitment, ensuring Utilization of bench, rolling out IJPs and delivering Manpower within TAT

• Ensured effective Utilization and Recruited 80 Resources with extremely niche skills with expertise in Solaris, Linux and AIX, within 6 months

**Associate Team Leader H.R. – Recruitments – Keane Ltd. from 20 November, 2006 to 23 April, 2010**

**(Onsite – Boston, MA, USA)**

• Transitioned the HR activities from 5 regions in US, for a span of 6000 employees to India

• Trained 16 employees on various applications like Lotus Notes, AS400 and HR Connect, specific to HR functions in U.S.

• Responsible for the complete Recruitment Lifecycle, Leadership Hiring, Vendor Management, Employee Referrals, On-boarding, joining formalities, and background verification

**Relationship Manager in Indiabulls Securities Ltd. from 1 August, 2004 to 1 December, 2005.**

• Business Development by acquiring more than 1000 Clients (HNIs, Corporate Houses, and Retail Investors) for the Organization, within a span of 1 year, by virtue of aggressive Sales and Marketing Techniques

• Provide 24\*7 Support and Customer Services to the entire Client Pool, for each Transaction, providing Market Trends and Financial Analysis

**Education**

• Post Graduate Diploma in Marketing and Human Resource Management from Indian Institute of Panning and Management (IIPM) 2002 – 04

• English Honors from Delhi College of Arts and Commerce, Delhi University in 2002

• Schooling from Mount St. Mary’s School, Delhi Cantt in 1999