**Tapeshwar Dagar**

**Ph: 0-9718207129**

**E mail : dagartapeshwar@gmail.com**

**In quest of challenging growth opportunities in Talent Acquisition, Team Management, Technical/Non-Technical Recruitment, Vendor Management with a growth oriented organization.**

**PROFILE**

* A professional with **around 7.5 years of experience** in Talent Acquisition, IT/Non Recruitment, Customer Retention, Key Account Management, Business Development and Team Management.
* A diligent communicator with excellent relationship building & interpersonal skills.

**WORKING EXPERIENCE**

**Associate Manager - Talent Acquisition**

**Apollo Munich Heal Insurance March 2015 – Till Date**

**Gurgaon**

Presently working with AMHI at Corporate office, responsible for the recruitment of complete North & East India hiring at all levels. Maintaining the source mix of hiring through different source like Job portals, Employee referrals, Vendor hiring. Handling team of Talent Acquisition Executives. Vendor Management.

**Specialist – Recruitments - ICT June 2013 – Feb 2015**

**Randstad India Ltd.**

**Gurgaon**

**Responsibilities:-**

* Worked onsite at **COLT Technologies Services**, **Gurgaon** as a part of Recruitment Team.  
    
  Rich domain experience in end to end Recruitment related activities.  
    
  Handling the entire gamut of recruitment activities from gathering requirement from the BU till getting the candidates on board.

Expertise in Stake holder Management and handling multiple skill sets.  
  
Responsible for implementing and assisting the development of effective recruitment strategies in order to attract and screen high quality entry level to experienced senior level candidates in specific functional areas within TAT.

Expertise in relationship building with the Stake holders and handling critical hiring by delivering the resource with in the given TAT   
  
Skilled in maintaining the Source Mix as per the matrix and hiring through different sources (Referral hiring, IJB hiring, Trainee / Contractor conversion to FTE, Portal hiring, Vendor management etc.)

Management of Hiring Vendors in terms of Performance, SLA & Invoicing  
  
Innate talent in sourcing highly qualified and distinctive Technical/Non-Technical skills critical to business project requirements, under situations difficult to recruit  
  
Excellent abilities in building a strong rapport with prospective employees even after selection, ascertaining their commitment to join the organization

* Worked for IT/Telecom clients: TORUS Business Solutions, LANDIS GYR, PLINTRON Technologies, OSC Global Services, JDSU (Singapore) and many more top notch clients
* Responsible for Full Recruitment Life Cycle across all levels (Top, Middle and Junior Level) and functions for various clients.
* Handled positions like Technical Lead, Project Manager, Solution Designer, etc. also worked for software clients where I have good exposure in handling positions like PHP developer, Quality Analyst, Software Developer etc.
* Resume Sourcing-: Understand and analyze the requirements on different skill sets and meeting client requirements.
* Identifying the potential candidates through -Database Search, Job Portals, Head Hunting, industry Mapping through primary (includes telephonic screening) and secondary research (online journals, articles, forums, newspapers), social media
* Handling all types of technical requirements (IT, telecom, software )
* Candidate Screening -: Screening, Validating the potential candidates through telephonic interviews, technical experience & skills assessments, Short listing & selecting the candidates in the preliminary rounds & Briefing them about the job profile, salary package, organization culture, references checks etc.,
* Initial communication with candidate for the further proceeding
* Scheduling the candidates and coordinating the interviews.
* Meeting hiring Managers for understanding clear job skill specifications to ensure appropriate identification of candidates and selection of highest quality hires.
* Negotiating with candidates, delivery of offers and post offer follow- up.
* Maintaining active job seekers and building internal database.
* Interacting on daily basis with the candidates' employers to get the productivity for the organization.
* Making weekly reports for all submissions.
* Posting of the new requirements on the Job sites like Naukri, Monster, and Jobs ahead.
* Responsible for the entire Life Cycle of the Recruitment Process
* Dealing directly with the hiring manager.
* Managing recruitment function involving Job Analysis, Mapping, Head Hunting, Networking, Interviewing, Reference Check, and Salary Negotiation.
* Gathering pre-close information of candidates (present and expected compensation, location/ relocation information, work authorization status, availability, and motivation factors etc.)
* Candidate Relationship Management after their joining such as acting as point of contact.
* Recruitment Process Improvements: Implemented initiatives on recruitment planning process, reduction of recruitment lead-time & cost, tracking profiles.
* Negotiating with candidates for salary Package.
* Follow up the candidates till closure.
* Generating MIS reports on weekly and monthly basis.

**2) Team Manager - Recruitments Dec 2011 – May 2013**

**Effective Resource Management Pvt. Ltd.**

**New Delhi**

**Responsibilities:-**

Here I handled a team of recruiters. Develop and implement the strategic hiring plans (monthly, quarterly) to meet business needs of all Open and Potential positions in a time bound manner. Taking care of the performance of the team also give my individual contribution in the recruitment and handle multiple positions individually. Vendor Management and finding cost effective ways in recruitment. Regular Interaction with the hiring manager for effective hiring Making team report and MIS on daily, weekly and monthly basis. Handling team meeting and motivating team for better performance

**Job Profile**

* Handling a team of recruiters for IT / Telecom Clients.
* Majorly doing client management and Sub Vendors management
* Work on Blue collar and White Collar Recruitment for Multiple Clients.
* Majorly involved in the recruitment for Gulf Countries.
* Interacting with the Vendors and Sub Vendors
* Managing team performance and targets
* Maintaining team report daily weekly and monthly
* Insuring the candidates Travel on time.
* Interacting with the team members on one to one basis.
* Motivating team for better performance
* Team Management
* Vendor Management

**3) Team Leader – IT Recruitments Dec 2008 – Dec 2011**

**Pyramid HR Solutions Pvt Ltd.**

**Delhi**

**Responsabilités:-**

Worked as a Team Lead and handled a team of Recruiters. Regular coordination with the hiring managers and key account managers, extensively handle Bulk hiring. Manage team targets. Work on Senior to Mid level positions. Making team report basis on the team performance and Motivating my team and helping them in achieving their monthly targets. Taken care of In-house recruitment

**Job Profile**

* Understanding the requirement form the client.
* Taking care of complete recruitment Life cycle.
* Client management and associating with new clients
* Managing team performance and targets
* Maintaining team report daily weekly and monthly
* Work on senior level positions.
* Interacting with the team members on one to one basis.
* Motivating team for better performance
* Work on getting new clients and Business Development
* Keeping record of every recruiter and helping them to achieve their monthly targets
* Taking care of team attendance
* Fulfill in house recruitment as required
* Taking team meeting on weekly basis

**4) Senior Analyst March 2008 to Nov 2008**

**HCL Comnet**

**Gurgaon**

**Responsibilities:-**

My role in HCL Comnet was of a Sr. Analyst. I was taking care of a team of 5-6 analysts. It was a US based Technical process. A complete B2B structure I was involved in taking escalated calls by the clients. Resolving clients Issues and generating remedy tickets. Taking care of my team performance helping my team in resolving there issues related to technical calls. Making Team report on daily, weekly and monthly basis motivating my team to become best performer of the month on the floor

**Job Profile:**

* Handling team of associates
* Maintaining close relationship with clients.
* Keeping call records
* Checking the quality of calls and customer satisfaction
* Taking escalated calls
* Handling the complaints of clients.

**Clients Name**

AIG from Unites States of America

**5) Executive Operations Aug 2007- Feb 2008**

**IBM Daksh**

**Gurgaon**

**Responsibilities:-**

I was in technical process at IBM Daksh. Majorly getting calls from CANADA, Ontario. Resolving customers issues related to networking, E mails, Slow Speed. etc. We were also involved in generating Sales by changing the connection plan and selling IT products like anti-virus, Games, parental Lock, and even PC and Laptop.

**Job Profile**

* Worked as technical associates making calls to the customers in Canada, Ontario
* Generating Sales
* Handling customer Issues
* Achieving sales target and performance

**ACADEMIA**

**Master of Business Administration** (HR) 2011

IMT Ghaziabad

**Bachelor of Computer Application** (Full time) 2003

Bhopal University

**Strength**

**-** Good Communication Skill.

- Positive attitude, sincere, willingness to learn, practical & determinant.

**PERSONAL PROFILE**

Father’s Name : K.L Dagar

Date of Birth : 23rd July, 1982.

Martial Status : Married

Address : 317, Dilip Singh Enclave, Vill & P.O - Ujwa, New Delhi 110073

Phone : 0-9718207129

**DECLARATION**

I hereby declare that all the information provided by me is true from the best of my knowledge & belief.

Date:

Place: Tapeshwar Dagar