



Suvendra Raj Singh

HR Professional

PROFILE

Dynamic and result oriented executive search professional with 8+ Years of experience into End to End IT/Non IT Recruitment/Sourcing for Top MNC's.

- Review, improve and document the Resource Forecast (supply vs demand) to deliver a fit-for-purpose and cost effective solution to improve customer delivery.
- Expertise in hiring new face technologies like:- DevOps, Cloud computing, Hadoop architecture.
- Excellent sourcing skills with new hiring methodology from Social media (LinkedIn, Facebook, Stack Overflow, Twitter).

EXPERIENCE

Mar2020-Nov2022

Teamlease Services Ltd. | Gurgaon

SENIOR EXECUTIVE BUSINESS OPERATIONS(TALENT ACQUISITION PARTNER/ACCOUNT MANAGEMENT)

- 1.Responsible for hiring process for IT/NON IT(Technical/Non Technical) including team management, team handling.
- 2.Understand the hiring needs from Delivery & start working on them once it get finalized from Resource Allocation Group.
- 3.Prepare a defined action plan to close the requirement within timelines.

Client Served-**Nokia siemens networks, Ericsson India,Centum Electronics, Tata communications,MindtreeL&T,Samaung india Innovationm,Nayara Energy(O&G),Columbia petro chem,Concertosoftware&systems(Fintech),QualityKiosk technologies.**

Jan2018-Oct2019

Sigma Supply Chain Solution Pvt. Ltd. | Noida

SENIOR HR EXECUTIVE(TALENT ACQUISITION)

1. Executing the full life-cycle recruitment process including sourcing candidates, interviewing candidates and negotiating offers.
2. Develop and publish Hiring plans for the business to meet current staffing needs and build a pipeline for future roles ensuring quality, cost effectiveness and speed.
3. Design and implement creative sourcing strategies to attract top talent.
4. Identifying and closing on the interview loop / process from Delivery Manager.

CONTACT



Address

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Mayurvihar phase 3 East Delhi



Phone

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Email

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EDUCATION

2012

MASTER IN BUSINESS ADMINISTRATION (HR)

EIILM University

2008

BACHELOR OF COMPUTER APPLICATION(BCA)

Dr.Bhimrao Ambedkar Agra University

PRO.SKILLS

Communication

Organization Development

Team Management

Employee Relationship

Performance Management

Recruitment & Selection

Employee engagement

Talent Management

Vendor Management

Training & Development

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TECH/ IT SKILLS

ATS

MS OFFICE

Taleo

HRIS

Telecommunication

Feb2015-July2017

Coligent Technology Pvt.Ltd. | Gurgaon

HRBP(HUMAN RESOURCES BUSINESS PARTNER)

- 1.Conduct weekly meetings with respective business units.
- 2.Manage and resolve complex employee relations issues.
- Conducts effective, thorough and objective investigations.
- 3.Provide day-to-day performance management guidance to line management (e.g., coaching, counselling, career development, disciplinary actions).
- 4.Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- 5.HR policy guidance and interpretation.

May2013-Jan2015

Signature Staff Pvt. Ltd | Noida

TEAM LEADER

- 1.Team management (handling 5 members team).
 - 2.L&D where given training for Head Hunting, Database Search, Job Portal Advance/Boolean search, Job posting etc.
 3. Coordinating with the Client & placing the right candidate.
 4. Bulk and Volume hiring Lateral/Front Level.
 5. Job posting in various jobs Site like Naukri.com Monster, Shine & Times jobs.
- Client Served- DELL, BARCLAYS, SOPRA STERIA

SPECIALIZATION

IT/Non IT, Telecom, Technical/Non Technical Recruitment/Sourcing, Strategic Sourcing, Fulltime (FTE) and Contractual (C2H) Hiring, Manpower planning, Contract Staffing, Stakeholder management, Team management, Vendor management, Skills mapping, Market intelligence and Bulk/Volume/Campus hiring.

MAJOR IT SKILLS WORK

DevOps, Computing(AWS, Azure), AI,Java, .NET, RDBMS,Sql(Mongodb),Testing(Automation/Manual),BigData,Technologies(Hadoop,MapReduce, Spark)Data Analytics, Python, pyspark, Angular JS, Adobe AEM(CQ5), Full stack/UI Developer, SAP GRC,SAP SD/HANA,SAP ABAP,SAP MM,RPA UiPath/Blueprism