**Dharmendra Singh**

Linkedin Profile - [in.linkedin.com/pub/dharmendra-singh/14/934/590](http://in.linkedin.com/pub/dharmendra-singh/14/934/590)

Mobile- 6306452575 Email: [dharmendra.ithr@gmail.com](mailto:dharmendra.ithr@gmail.com)

Job Objective: Seeking full time work from home assignments in HRD/HRM, which can exploit my exposure/experience to the optimum level.

A versatile Recruitment & HR professional withregular MBA and carrying more than 10 years of strong expertise in Recruitment & HR Operations Administration skills..

**PROFESSIONAL EXPERIENCE**

**Jan 2020 to Till Date**

**Freelance Consultant**

**December 2015 To Dec 2020**

**Direction HR Solutions**

**Lead Recruiter**

Responsible for the Entire Life Cycle of the IT Recruitment Process (Permanent And Temp Staffing) And Non IT Recruitment

Sourcing and screening candidates from various recruiting sources like Job Portals (viz. Naukri.com, Monster.com), references and networking , Social Networking sites

Arranging and conducting telephonic, in person and walk-in interviews as per Client / technical panel requirements.

Regular interaction with the offered candidates to bring them on board thereby reducing dropouts

Maintaining daily reports on the submissions and selections on the requirements handled.

Database Management and MIS creation.

Client Interaction

Client coordination

**December 2013 To Dec 2015**

**Shahdeep Internatinal Business Solutions Ltd.**

SDIBSL is an ISO 9001:2008 & ISO:27001 (ISMS) certified company, working towards CMMi Level 3 certification. We provide affordable solutions with high levels of satisfaction to global organizations seeking Mobile Application Development, JAVA .NET and LAMP (LinuxApache MySQL PHP) Programming (with Ajax), Web 2.0 Application Development, Web Design, E-Commerce Solutions, Software/Product Development and IT related Consultancy services.

**Sr. Hr Executive**

**Roles & Responsibility**

Handling complete Hr operations and Daily Administration.

**Feb 2007 To December 2013**

**Optiontown ( Tenon & Groove Software Pvt Ltd )**

Option-town is an innovator in the realm of travel options and has developed state-of-the-art patented post-ticket purchase technologies based on the extensive research and study on mass optimization at MIT, Boston.No investment and No IT infrastructure development required. Travel providers and transport operators can generate up to 5-7% incremental revenues, while simultaneously augmenting value for their customers. Optiontown’s vision is to develop exclusive travel options that can benefit optimize value for both travelers and travel providers. Our folks come from a diverse variety of backgrounds with a collective goal of brilliance. Optiontown is headquartered in Massachusetts, USA and operates branches in Europe and India.

**Sr. HR Executive**

**Roles & Responsibilities** :

* Implementing HR policies for manpower planning, recruitment, selection, induction, orientation, restructuring and development of new employees in the organization
* Coordinating with department heads for the budget, skill & experience requirements

**Key Achievements:-**

2 Times award winner for Best Performer 2008-2009 , 2009-2010 respectively.

**Major IT Skills Sourced for ( Junior / Middle & Senior level)**

* **Development :** C, C++,Java, J2EE, PL/SQL , Core PHP, Cake PHP ,
* **Mobile App Developers** ( iPhone, Android, BlackBerry , IOS) etc.
* **Data Base** : Oracle , SQL , MySQL , DB2
* **Testing: Manual Testing , Automation Testing**
* **Infrastructure :** Hardware Engineer , Desktop Support Engineer ,Windows Admin, Unix Admin, Linux Admin, AIX Admin, Solaris Admin .
* **Business Analyst:** Business Analyst , Pre – Sales .
* **ITES / BPO:** Voice and Non -Voice ( Domestic / International Process ), Email Process , Chat Process
* **Designer :** Web Developer , Web Designer , Graphic Designer , UI Designer .
* **Online Marketing :** SEO , SMO **,** Email Marketing **,** Marketing & Communication .
* **Non IT** : CRM , Admin Coordinator , HR , Technical Recruiter , Sales & Marketing , IT Sales , Inside Sales ,International IT Sales .
* **Academic Projects**
* Company Name: N.T.P.C. Dadri .(UP)
* Title of Project: To analyze the process of Training And development in the N.T.P.C
* **Academic Credentials**
* MBA (HR) from Institute of Management Studies, Noida in 2007.
* BCA from MDU Rohtak in 2004
* 12th from CBSE board in 2001
* 10th from CBSE board in 1999
* Hobbies
* *Playing Cricket , Listing Music , and interacting with people.*
* Strength
* Rich domain experience in recruiting and human resource developmental activities.
* Proven ability to work with senior management.
* Excellent Analytical, Relationship Management and interpersonal skills.
* Self-motivated team worker, Confident in achieving goals, and Zest for completing work undertake.
* Open to all changes and optimistic approach towards a challenging job and commitment to that job.
* Excellent ability to work in a team and creating proper environment for complete the work, with my personal involvement.
* Ability to prioritize work and multi task, willingness to learn new assignments.
* Personal Detail
* Date of Birth : 11 October 1983
* Gender : Male
* Nationality Indian
* Marital Status : Married
* Linguistic Proficiency : English , Hindi
* Address : B 2 A Sec 37 Noida (UP) .
* Date: Dharmendra Singh
* Place: Noida