**Manu Sachdeva**

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+91- 9999273323

Present Address: 3330 A ,Chanderlok, DLF Phase -4, Gurugram

**PROFESSIONAL SYNOPSIS**

* Talent Acquisition professional with complete experience of around 7 years of experience in IT/ Non IT and real estate industry.
* Proficiency in managing the tasks involved in recruitment including sourcing, screening, short listing the resumes, scheduling & conducting interviews and negotiating salaries.
* Highly adaptable in quickly changing technical environments.
* Strategist and planning the hiring drives.
* Stakeholder Management.
* Vendor Management.
* Contract hiring.

**EDUCATION QUALIFICATION:**

**MBA (Human Resource)**, CGPA: 6.47

ITM University Gurgaon,2012

**Bachelors of Commerce**, Percentage: 62%

MDU Rohtak, 2010

**CARRIER HIGHLIGHTS**

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| **Realistic Realtors Private Limited : June 2019 to August 2020** |

RRPL is India’s largest commercial real estate firm. RRPL brings a range of strategic, operational and consultancy services along with specialized leasing and investment advisory services.

**Designation : Manager – HR**

**Responsibilities:**

**Manpower Planning, Recruitment and Selection :**

* Coordinating with the HODs and Executive Director for the manpower  
  Requirements of the teams.
* Conducting the HR and other technical rounds of the candidates and assessing their  
  Communication and behavioral skills like motivation, stability, confidence etc.
* Defining job specifications and sourcing the resources through various channels like  
  Job Portals, Employee referrals.
* Negotiating on the salary and other offer terms with the selected candidates.

**Employee Management Specific :**

* Taking care of joining formalities.
* Responsible for preparation of employee ID cards and visiting cards.
* Maintaining employee files and updating employee records in HRMS.
* Coordinating with the bank for opening the salary account for the new joiners.
* Issuing appointment letters and general corresponding letters to the employees.

**Attendance and Payroll :**

* Responsible for maintaining attendance of all employees in HRMS.
* Resolving all queries related to attendance, leaves.

**Exit Formalities :**

* Responsible for exit calculation sheet and also coordinating with the finance department for  
  Clearing the dues of the Ex- employees.

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| **Mpower Softcomm India Pvt. Ltd. (Oxigen Services) : November 2017 to June 2019** |

MPower is an IT based company providing holistic technological solutions to its clients. MPower was essentially a part of Oxigen Services India Pvt. Ltd. Oxigen is India's largest online payments solutions provider. Being the technology arm of Oxigen, MPower provides all technical solutions for Oxigen.MPower is a pioneer and one of the fastest growing IT Services Company providing Financial Transaction Solutions to the global Tier 1 customers in Banking & Telecom Industry. The core competency of our business is our Financial Transaction platform which includes Mobile Banking, Mobile Wallet and Services Aggregation for consumption on the same platform.

**Designation : Assistant Manager – Talent Acquisition**

**Responsibilities:**

* Developing recruitment strategy based on Business hiring plans for smooth execution of day to day recruitment related activities to ensure adherence and delivery against all Recruitment SLAs especially Cost and Hiring TAT & accountable for the overall success of the Recruitment team.
* Cost Effectiveness - Reduced substantial hiring costs by recruiting through employee referral and social networking sites etc. Ensured the shortlisted candidates were well engaged so as to facilitate the better conversion ratio.
* Working knowledge of HRIS tools , ERP - Microsoft Navision.
* Experience in HR Generalist functions such as On-boarding, Induction, Employment Verification, Exit formalities and various other HR operations / policies related queries. Handling PF and ESI portal.

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| **Magna Infotech Pvt. Ltd. : January 2017 to August 2017** |

**Designation : Senior Recruitment Consultant**

**Responsibilities :**

* Involved in end-to-end recruitment cycle, for IT & Non IT Domain.
* Good working experience in end to end recruitment.
* Expertise inC2H.
* Having experience  on Team Handling , Client Coordination & Client Interaction
* Handling experience on Team Management while TL in absence, Client Interaction & Client Coordination.
* Recruited on almost all spheres of IT skills for junior, senior, middle and higher management levels and niche requirements.
* Documentation and collecting relevant documents from the candidates, getting their Information forms, background verification form & the salary Slips to initiate the offer process.
* Using RADAR, creating the offer letter, releasing the offer & helping the candidate in understanding the procedures and formalities of offer and the company.
* Follow up’s with the candidates regarding acceptance of offer, joining dates and ensure the candidates join the organization.
* Reaching the day to day targets of submitting the profiles and maintaining the reports in MS-Excelformat. Good experience of using ATS  Talent flow.

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| **Varite India Private Limited : December 2014 to Jan 2017** |

**Designation: Team Lead – Recruitment**

**Responsibilities:**

* Responsible for end to end recruitment for Top Fortune clients.
* Actively managing a team of 5 members and responsible for their personal and professional development skills.
* Working directly with stakeholders to understand the business needs in depth and deliver using different recruiting resources with high efficiency and on time.
* Talent Mapping: Identifying the best talent in the market by Mapping Search firms and Recruitment firms across different sectors.
* Building great partnership with business in terms of understanding the needs and delivering on time.
* Implementing recruitment strategies, monitor and plan for all current open positions and strategically plan hiring for future business.
* Extensive experience working on Job boards like Naukri, Monster and LinkedIn.
* Broad understanding of Applicant Tracking Systems like cBIZ.
* Facilitating Walkin drives and good experience in Bulk hiring for niche roles.

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| **PLACEWELL CONSULTANT : Aug 2012 to Aug 2014** |

**Designation: Sr. HR Executive-Recruitment**

**Responsibilities:**

* The role starts from getting the requirements from the function verticals till the selected candidate joins. This involves the following functions:
* The resumes are searched as per the requirements through the following sources –
* Searching resumes in job portals like LinkedIn, Naukri.com, monster etc., as per the requirements of the business and the Job Description provided by client.
* Getting the references from different sources.
* Short listing the resumes according to the preferences and sending the short listed resumes to the client.
* Arranging the interview of the candidates been short-listed.
* Maintain regular contact with the candidate who is been offered, till he joins.
* Maintaining coordination between Candidates and Clients.
* Responding to online/ offline queries of the candidates.
* Coordinating walk-ins/interviews at different locations.
* Up keeping database and the candidate's resource pool.

**PERSONAL DETAILS**

Date of Birth : December 5th, 1989

Father’s Name : Mr. M.S Sachdeva

Marital Status : Married

Hobbies/ Interest : Dancing & Listening Music.

I hereby declare that all the information provided above is true to the best of my knowledge.

Date: \_\_\_\_\_\_\_\_ **Manu Sachdeva**