

# Harishwar Singh

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## **Career Objective:**

A result-oriented seasoned Recruitment Professional with experience in various domains pertaining to middle, Senior level & Leadership hiring for operations and support staff, aspiring to scale heights in the field of Talent Acquisition domain. Prove an asset to the organization by undertaking responsibilities, facing challenges and taking important decisions.

## **Professional Summary:**

Have 8 years of work experience in Talent Acquisition domain (Middle & Senior level Hiring/Support Hiring/ Campus Hiring / Bench hiring / Lateral Hiring and Leadership hiring)  
- Professional with experience in End-to-End Recruitment Process on various IT skills and verticals in the IT industry. Hands on experience in effective recruitment process for middle and senior level with various means and channels.  
- Have an eye for detail and the ability to face the toughest hurdle with total conviction.

## **Specialties:**

Stakeholder Management| Vendor Management| Team Management| Talent Identification |Process Effectiveness|  
Volume Hiring |Screening | Interviewing | Networking| Niche Skill Hiring| Fitment Analysis|  
Onboarding| Negotiations| Offer Closures |Employer Branding|

## **Technical Hiring Skills :**

### **TECHNOLOGIES WORKED ON**

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Java, J2EE, Java Script, Spring, Hibernate.

Asp.net, C#, .NET Developer, WPF, Web Developer, UI Developer,

Linux & Windows Admin, SFDC, UX Designers, C, C++.

Database: Oracle, PLSQL, SQL Server, MYSQL programming.

Big Data : AI, R Programming, Data Lake, Apache, Hadoop, Python, Cassandra, Mongo DB, Scala NoSql .

## **CAREER HIGHLIGHTS:**

**ADP India Pvt Ltd Period: July'18 – February'20 Role: Talent Acquisition**

### **Roles & Responsibilities:**

- Work closely with Hiring managers on requirement gathering, develop strategy for demand fulfillment.
- Analyzing Job Requirements.
- Extraction of suitable candidates depending on the requirement from various channels of sources like Job portals, Professional networks, posting job requirements, Leads & Referrals, Vendors.
- Sourcing quality candidates & completing the initial screening and sending the profiles to delivery team for short-list.
- Scheduling and coordinating interviews (Walk-ins/ Referral/ Scheduled drives) of the candidates with the Interviewers/ Managers.
- Solicit and document hiring manager and candidate feedback throughout the interview process.
- Once the candidate clears his/her technical and managerial interview, close off with HR interview and if selected, the offer approval process is being initiated and offer is released.
- Inform applicants of job duties and responsibilities, compensation and benefits, work schedules and working conditions, and other related information.
- Follow up with the selected candidates till joining and make him to complete formalities
- Performed necessary reference checks on candidates prior to an employment offer.
- Making sure they come with all relevant documents on the day of joining.
- Develop creative recruiting resources to attract qualified professionals interested in contract, contract to hire and direct placement employment.
- Ensuring Trackers are updated all the time and showing correct information.
- Engaged in multi-tasking activities to close critical positions in a short lead time for various clients.
- Solicit referrals from potential talent and internal employees/recent hires. Maintain regular relationship with prospective employers and candidates.

**Ambily Technologies Pvt Ltd (Kaara Infosystem Pvt Ltd) Duration : January'15 – June'18 Designation : Sr HR Executive**

### **Roles and Responsibilities: -**

- Understand the technicalities of the requirement and accurately assess and analyze the requirements, needs and objectives. Sourcing and screening candidates from various recruiting sources - Job Portals, employee referral, own network of contacts.
- Handled key recruitments of the company, which involves interaction with the Clients to understand their specifications and provide profiles/ candidates accordingly.
- Checking the suitability, Consistency, Interest and CTC part of the candidate with respect to the requirement from the client
- Establish and maintain good working relationships with our Clients by working with them to determine the skills and qualifications for their needs.
- Maintained a very detailed database of candidates with various IT skills
- Proficient in Excel in order to track and report progress at a moment's notice.

### **Additional Responsibilities: -**

- Assist in training and mentoring new recruiters on process and skills. Reviewed the profiles validation done by the junior recruiters.

Assessed the candidates proposed by the team members on their communication skills before processing to the clients.

**Organization : Covenant Consultants Designation : Sr. Executive - Talent Acquisition (IT Vertical) Duration : June 2011 to April 2014**

**Roles and Responsibilities: - IT Recruiter**

- Handled end-to-end recruitment cycle - sourcing candidates, screening and organizing interviews with the technical panel.
- Taking care of client requirements.
- Handled requirements at various verticals of technologies
- Scheduling the candidates and coordinating the technical interviews
- Sourced candidates from various recruiting sources like head hunting, job portals, Employee referrals, internal database and web posting.
- Conduct the preliminary telephonic interview to check the suitability of the candidate with the requirement
- Short-list the candidates/submittals matching the requirement
- Place the candidates based on client's requirements
- Aspirants meet with the candidate once an offer letter is rolled out.
- Handled 4- 5 junior resources

**ACADEMIC QUALIFICATION: Master in Business Administration, Human Resource Management, Annamalai University.**

**Declaration:**

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

Place:

Date:

Harishwar Singh