# *INTENT*

To prove myself as a profit center for my organization and ensure regular growth, through my contribution towards the growth of organization.

***SUMMARY***

* Professional with vast recruitment process experience for geographic locations APAC and US.
* Experienced in full life-cycle recruitment for various IT and non IT skill sets for cleared and non-cleared opportunities on a nationwide basis (Domestic & Offshore).
* Experience in recruitments in multiple verticals of IT, Management, Finance, ERP, Analytics, Cloud and Engineering.
* Engage key Staffing and business partners in order to understand the needs of clients and its hiring profiles to enable effective external sourcing
* Proficient verbal and written communication skills
* Experienced in managing and mentoring team.
* Experience on working with application tracking systems like CbizOne, Beeline and HRMS tool Peoplesoft, Hirecraft and Talent tracker.
* Hands on sourcing and screening experience from various job portals like Dice, Monster, Naukri, Career Builder and Corp to Corp.
* Good knowledge in passive recruitments using Google, LinkedIn, Github using Booleans keywords.

***WORK EXPERIENCE***

**Amazon India**  Jun 2020 – Jan 2021

*Employee Resource - HRA*

* Trained and mentored 5 member team on best recruitment practices and hiring.
* Responding to inquiries regarding policies and programs including benefits, attendance, payroll deductions, etc.
* Adhere to defined processes and ensure delivery in accordance with set quality standards
* Thorough knowledge of policies & processes for multiple Customers group.
* Ensure the Service level are achieved at all times for HRS processes.
* Innovative with a commitment to change and process improvement applying KAIZEN and LEAN methodologies

**smartShift Technologies**  Feb 2019 – Aug 2019

*Talent Acquisition Manager*

* Responsible for hiring of mid-senior level professionals skilled in Cloud and ERP migration.
* Trained and mentored 5 member team on best recruitment practices and hiring.

**Google India (Onsite through Teamlease)**  Feb 2018 – Jan 2019

*Recruiter*

* Worked as part of Talent & Outreach programs team, on supporting recruitment for industry and campus hiring.
* Initiated, planned and executed three recruitment projects to fulfill business requirements for APAC within specified timelines for lateral hiring.
* Worked on campus landscaping and recruiting for the different product areas.
* Stakeholder management of Product Trust & Safety for India GBO.
* Developed targeted outreach recruitment programs to recruit the best talent and meet all departmental hiring requirements.
* Involved in candidate experience program and execute inputs provided.

**Pontoon Solutions**  Sep 2017 – Jan 2018(Contract)

*Technical Program Consultant*

* Worked as MSP consultant to ensure significant cost savings and revenue improvement, increased worker quality, workforce insight and greater regulatory compliance for the client.
* Serve as primary liaison between MSP Program Managers and all other stakeholders to obtain additional information, investigate concerns and identify operational issues, processes and procedures, specific job requirements and program success and to promote strong customer relations.
* Function as key contact for assigned accounts, and support/collaborate with Account Leaders.
* Maximize contractual service level agreements, client satisfaction and program delivery.

**Carl Zeiss India**  May 2015 – Feb 2017

*Assistant Manager - HR*

* Involved in in-house hiring for entire Medical and Vision divisions across India for IT, Sales, service and R&D positions.
* Working closely with the Business Heads and Managers to develop, plan, design, implement Recruitment Plan in line with business plan and getting necessary approvals like MRF to initiate the hiring process through tool umantis.
* Obtaining requisite documents from selected candidates (Offer Letter, Relieving Letter, Salary Slip, and Candidate Personnel Information) for BGC related purpose. Initiating reference check and HR interviews for shortlisted candidates
* Obtaining Compensation break ups from vendors for contract employees
* Responsible for Vendor Management: Includes calculating invoice amount (service tax, edu tax etc), approving the CTC details to raise invoice for vendors and coordination for funds release.
* Responsible for Vendor agreements renewals and empanelment of new vendors for staffing support across India
* Targeting colleges in Ophthalmic and Mechanical educational field and conducting campus hiring program
* Maintaining productivity reports for weekly hiring, offers, cost saved and cost incurred in the team.

**L&T Integrated Engineering Services** Jan 2014 – Apr 2015 (FTC)

*Senior Executive HR– Talent Acquisition*

* Involved in corporate recruitment and lateral hiring for various in-house projects and clients in Automotive Engineering, Telecom, Embedded Truck & Off Highway division along with Railways.
* Handling bulk hiring, Employee referral, campus hiring and in-sourcing for corporate.
* Experienced in competitive hirings and Market Intelligence.
* Worked closely with Delivery Managers with screening, interviewing and helping new recruits in getting settled & general induction of new employees coming on board at the office.
* Involved in Employee appraisal discussions with taking feedback from management.

**Symphony Teleca Corp.** Aug 2012 – Jan 2014

*Assistant Manager – Talent Acquisition*

* Involved in corporate recruitment and lateral hiring for various in-house projects and clients in Automotive, Telecom, Embedded, Analytics, IT, Healthcare etc.
* Handling bulk hiring, Employee referral, campus hiring and in-sourcing for corporate.
* Working on complete recruitment process along with team.
* Updation of profiles and data on Hirecraft, and weekly report generation of team performance.
* Actively engaging in compensation reviews of onsite technical consultants, revenue monitoring and analysis, management of project relocation of resources in the US, and India.
* Daily Allocation of jobs to the recruiting team in consultation with the Account managers at client end.
* Independently managed full cycle recruiting process and support the account maintenance.
* Mentor and train Junior Recruiters to ensure high level of performance, managed team of recruiters.
* Involved in sourcing the candidates from various job portals like Monster, Dice and Career Builder for various technologies and guiding recruiters with keywords and sample profiles.
* Administered quality assessments for prospective candidates, reviewing resumes for the team and submitting to Client portals.
* Candidate management in RMS; data, status change, withdrawal, etc.
* Co-ordinate with Compliance, all post hire paperwork; boarding process, first day reporting details, time sheet and payroll issues.
* Ensuring accuracy in submitting the resumes to the client portals; ensure Client’s business rules are strictly followed.
* Participate on all conference calls with the clients.
* Coordinated with MSP’s and clients directly as required to facilitate recruiting processes.
* Preparation of Daily reports and sending to MIS for tracking of submissions and candidate follow-ups.

**MentorTech Source Inc.** Aug 2010 – Jul 2012

*Recruitment – (US & Canada)*

* Head Hunting to fulfill the group’s global requirements. Close the prospective consultants on compensation, briefing them on career options within the Group and its policies and benefits
* Setting, monitoring and reviewing targets and generating reports to ensure effectiveness of the recruitment as well as design and plan strategies to acquire top talent in the industry.
* Preparing proposals for recruitment and advertisement campaigns with cost effective budgets.
* Interaction with business heads of organizations for taking up new assignments.
* Intelligence gathering on customers and competitors
* Pitching and generating lead for possible sales
* Advising on, drafting and enforcing sales policies and processes.
* Worked closely with one or more Account managers to service requirements from designated client/s.
* Participating in complete lifecycle recruiting process; Search, qualifying, submissions/interviews/on-off boarding and any other related issue.
* Managing, mentoring and guiding the team members
* Data management and maintenance;-updates, data cleansing: in RMS regarding submissions and candidate tracking.
* Overall responsibility of recruiting teams’ performance (KPI) and professional training and guidance
* Supervising/managing a team of recruiters and will be responsible for ensuring that each of the team members meet and exceed the KPI set by the management (jobs handling, submissions, placements etc.)
* Co-ordinate with Operations manager as to how to cover jobs in case of overflow of requirements from the clients.
* Reporting: Administratively to Operations Manager and Functionally to Account Manager

**Certification in HR Analytics** Mar 2017 – Till date

* Predictive Analytics and Decision Making, Business/ Quantitative Analytics, Segmentation and Statistical Analysis, Multi-dimensional Analysis and Market research, Human Capital & Talent Analytics.
* Analytical Demand & Capacity Optimization: Provide in depth analysis, recommendations, consultation and expert advice by designing analytical solutions for business requirements or problems in HR domain globally.
* Conceptualized, developed and implemented the various projects like Culture, Exit Interview, New Hire Attrition including defining the metric, study of its various aspects.
* Working on the Learning and Performance project to analyze the effect of learning on employee performance.
* Worked on Projects like Attrition and Diversity & Inclusion which addresses Organizational Challenges and issues.

# *RESPONSIBILITIES*

# Responsible for the implementation of business development strategy to increase revenues from existing accounts and acquire new accounts.

# Increase the Client Satisfaction rating by servicing critical requirements.

# Support the implementation of the functional strategy.

# Relationship management to a group of assigned accounts and support senior business team with of existing accounts, new accounts, key merchants partners

# Analysis of current market need and focusing on hot requirements from clients.

# Responsible for all services negotiations with clients. Held accountable for Services

# revenue, customer & partner satisfaction, backlog for his/her projects and employee

# satisfaction in his/her projects.

# *EXTRACURRICULUR ACTIVITIES*

* Part of Googleserve program to educate URG on benefits of using internet in education in rural areas.
* Participated in Stop Hunger Now program to pack 10k meals in a day for famine affected areas.
* Successfully ran YouTube live events as technical lead to connect with 10k+ students.
* Part of Google Sathi program to train tutors on internet tools training.
* Participated in Athletics Camp in CBSE sports meet.
* Represented school at *technofest* (an inter school competition).
* Member of Toastmaster International.

### *SPECIALITIES*

Accomplished business and information technology consulting professional with deep subject matter experience in Business Technology strategy and planning; Enterprise Investment and Financial Management, vendor selection, and major program risk assessment and oversight.  
Consulting management experience includes practice management, team leadership, account relationship management, and engagement sales and delivery.

Ability to excel under pressure and work effectively in a team environment to ensure that department and company goals are not only met but exceeded. Experienced in client portals like Covendis, Peopleclick, Wand, Fieldglass, and Pinnacle.

***EDUCATION:***

***Graduation:*** Bachelor in Engineering with Electronics and Instrumentation as specialization.

***PROJECTS UNDERTAKEN:***

***Minor project:***  Metal Detector to detect most of metal and their alloys.

***Major project:***  Mobile based web module using J2ME technology.

All the above mentioned information’s are complete, correct & true to the best of my knowledge and belief.

**Nishant Pandey**