

## NADEEM EHSAN

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Human Resources professional having 12 Years of hands-on experience in building high performing culture for fortune multi-national companies globally and regionally with progressive technical resources, prolific communications and robust development programs that bring significant growth. Being an expert in deploying advanced human capital practices adhering to changing and dynamic corporate needs to attract, retain and manage high potential talents from diversified backgrounds is presently seeking a challenging role.

### Summary

- Having relevant years of experience into Human Resources Globally & Regionally with hands on in full spectrum of HR function.
- Having experience into Talent Acquisition Management by leading, managing and directing in and at MSP / Agency / Vendor Organizations.
- Having local and international work experience in India & USA.
- Experienced in HR across IT, Telecom, Semiconductor, Manufacturing, Retail, Education, Oil & Gas & Engineering Industries.
- Experienced in both in-house as well as in agency. Experience in established and start up environment.
- Handled regional and business partnering role. A versatile team-player, an effective communicator with ability to craft and execute solutions in creating value to the organization.
- Recruitment handled for India, Jordan, Dubai and USA
- Handled Recruitment for key positions @: Walmart, W.L. Gore, State of North Carolina, Miners Tech, Apple, Zebra Technologies, Wipro, Philips and many more.
- Expert on platforms like: LinkedIn, Career Fairs, Monster, JobsDB, JobCentral, National Jobsbank, JobStreet, Dice, Career Builder & Naukri etc.

### Key Strengths

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|-------------------------------|------------------------|
| •Talent /Workforce Management | •Payroll Management    |
| •Recruitment                  | •People Management     |
| •Talent Engagement            | •Process Improvement   |
| •Bench Management             | •Operations Management |
| •Resource Management          | •Vendor Management     |

### Education Summary

Bachelor of Information Technology from Sikkim Manipal University

### Professional Summary

#### Winfoglobal Technologies Pvt Ltd

#### Recruitment & Client Delivery Manager

Dec 2018 – Current

Established in 2012, Winfoglobal Technologies Pvt Ltd is an Information Technology Organization providing services in Software Development, System Integration, Migration, Testing and Staffing Services. With their headquarters in Bangalore, The Silicon Valley of India, Their activities are spread across location in the IT Metros and USA. Winfoglobal has defined, designed and delivered technology-enabled business solutions and enables customers a winning edge.

## Roles& Responsibilities:

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- Handling end to end Recruitment for various accounts based out of India, Gulf countries and USA.
- Lead a Team of 11 Resources and Managing the entire Recruitment for the Account
- Single point of contact for the Client HR Team and the MSP Coordinators for all aspects of Resume Short listings, Scheduling Interviews, Selection and Hiring of candidates, managing the Background Verification of candidates and subsequent Delivery of Resources on the Project
- Prepare the monthly dashboards for the Management Review, identifying and publishing trends and analysis, suggesting Recruitment Strategies and also responsible for meeting growth targets of the Account
- Lead & manage the deliveries wrt to **Speed, Cost & Quality & Candidate Experience.**
- Focus on search of mid to senior level professional across various levels for Information Technology, Semiconductor, Telecom, Construction & Property, Education and other sectors.
- Customer & candidate engagement, handling full spectrum of Recruitment for various accounts, relationship building, management of job portals, social media recruitment, market intelligence and trends analysis for Talent Acquisition.
- Handled the role as HR Manager ( HR Generalist )
- Handled organizational policy review and associated change management initiatives.
- Handled full spectrum including New staff Induction, Orientation , Staff training; Manage employee relations and address their concerns as employee grievances, clarification on all HR related matters , insurance claims etc.
- In charge of full spectrum of HR including staff recruitment, administration of employee benefits, compensation issues, staff orientation.
- Handled Performance Management & Appraisal.
- As required, advised department heads on HR matters and provided solutions as appropriate and driven through execution.
- Worked with schools for in-take of interns; assist to assign interns to departments based on requirements (Managed to bring in 15 Interns from local Universities & ITE)
- Evaluated regularly on HR policies and procedures and update employee handbook to make recommendation to management so as to ensure best practices are adopted and policies are current, competitive and in compliance with legislation.
- Worked with HR Administrator on day to day HR Admin duties including : Approving for staff business cards ,office supplies, approve & monitor IT Inventory (Laptops, Printers, and Software etc.);monitoring electronic time attendance system; Coordinated with the IT vendor regarding purchase and maintenance of the systems ;Implementation of a new e-HR system for attendance and leave management, monthly Payroll ,CPF , Claims submissions ( Maternity, NS, Training etc) & Staff Insurance matters, applications for work pass applications, renewals and cancellation.
- Handled the role as Delivery Head for Employment Agency handled Staffing Services and Outplacement Services.
- Responsible for recruitment for all levels, responsible for drafting Employment Contracts, Job Descriptions and all HR related documentation.
- As HR Manager handled a team of staff and Interns.

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### Unelma Solutions Private Limited

#### HR Operation and Recruitment Manager

Dec 2017 - Nov 2018

Unelma Solutions an end-to-end Branding Solutions Company. Whether a service requirement for your organization or a re-branding plan or just an idea that you need to launch, they help you with ALL your Branding needs. Our enthusiastic team of experts coupled with ground experience of "what works and what does not" over the recent years and effective trends, has helped us to launch many brands to their success.

**Roles& Responsibilities:**

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- Maintaining, facilitating and tracking the organizations processes, systems, structures and indicators including: planning, priorities, imperative & key results, decision making, success metrics, spending practice guidelines, space & lab management, risks and controls, & business continuity.
- Managing a key role in helping to build out the business operations capability as the organization is evolving to the next-level.
- Providing assistance and coordination for business decision-making processes and support successful execution of the strategic business objectives and also oversee issue management on a daily basis and work with relevant parties to resolve.
- Assisting in the daily management of the business by anticipating issues, solving problems effectively and helping position the team for success.
- Manage a team of over 75 specialists and leaders in the organization.
- Induction, Orientation, Training
- Handled end to end recruitment for Key Accounts
- Account Management, Client Management, Candidate Management
- Sourcing, Screening, Interviewing, Negotiation & On boarding
- Talent Acquisition, Talent Management, Staffing & Outplacement
- Recruitment focused in Enterprise Network Infrastructure, converged VOIP Solutions, Mobility Solutions and Unified Communications Solutions.
- Built proactive pool of passive candidates through LinkedIn and other social media channels for anticipated critical roles for key accounts. Handled research to develop market trend analysis to assist customers understand skills supply.

**Wisdom Techserve Solutions Private Limited**

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**Sr Resource Manager****Mar 2010-Nov 2017**

Incorporated in 2010, Wisdom Techserve Solutions Pvt Ltd has over a decade of experience in guiding clients through an ever changing landscape. Wisdom Techserve Solutions Pvt Ltd are one the of the IT and Non IT Services provider across industry verticals such as Healthcare, Banking & Financial Services, Real Estate, Insurance, Retail, Manufacturing, BPO, etc for Domestic Clients.

**Sr Resource Manager****Mar 2015-Nov 2017****Roles& Responsibilities:**

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- Directed recruiting strategy to ensure achievement of organization's goals and objectives
- Responsible for all Global Hiring of Contingent Workers across geographies APAC and the Americas
- Managing 35 to 40 Requisitions (average), on a daily basis, and maintaining the client SLAs of Fulfilment (95%), Legal Obligations, Provisioning, and smooth On-boarding of all Contractual Workforce.
- Responsible for qualifying each job opportunity by connecting with the Hiring Managers. Releasing the Requisitions to the Global Suppliers, and Coordinating with them to source suitable candidates, qualify resumes, schedule interviews, extend offers and execute a seamless Recruitment Process for all stakeholders
- Subject Matter Expertise in Client HR Systems like Workday, and Workforce Management Tool – ZC Web, enabling efficient and timely execution of Timesheets, Invoices and Vendor Payments.
- Lead the weekly and monthly meetings with the Leadership Team to provide Status Check, Dashboard Review, Trends and Analysis to ensure complete adherence to policy and enable further improvements

**Account Manager****Feb 2013-Oct 2015****Roles& Responsibilities:**

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- Responsible for Revenue Generation, Managing & Mentoring Business Development Team, Retaining the Existing Clients and gaining the new, Staffing the for all the locations in United States based on Business

Requirement and acting as an individual contributor for generating revenue , Project Management and Account Management.

- Primary responsibility is ensuring revenue generation and organizational effectiveness by providing leadership for the organization's all Offshore Business functions (Professional Services, Mobile Application Development, Strategic Services and Data Services. To work along with the management team, contributing to the development and implementation of organizational core functions, strategies, policies and practices.
- Handling Enterprise accounts for Squadcode Infotech Inc, Universal Infotech Inc, eMatrix Solutions Inc. Like W.L.Gore, Cisco, State of North Carolina, American Express And few more.
- Working closely with Account Manager and Business Partners ensuring their active support in growing business for all product lines.
- Mapping accounts ensuring good overall business relationship. Developing NBD clients (New Business Development clients) End-End Sale ensuring quality standards in all the departments (BD – Recruitment – Contracts Administration/ Payroll).
- Generate leads through cold calling, market **research, Email campaigns and regular industry techniques etc.**
- Handling full spectrum of staffing including Client Management & Candidate Management.
- Handled end to end recruitment for Key Accounts.

**Lead Recruiter**

**Mar 2010-Jan 2013**

**Roles& Responsibilities:**

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- Identifying the right candidates residing in USA and candidates holding valid US work permit, by searching jobsites, internal database and referrals. Involves resume searching from Company's database from job boards like Dice.com, Monster, CareerBuilder, etc.
- Doing a step by step quality analysis of the skills according to the client's requirement.
- Provide qualified quality candidates to fill various positions in the IT industry such Oracle DBAs, Project Managers, Financial/Business Analysts, Hardware Test Engineers, Application Developers, Information Developers, System Administrators, Technical Writers, SAP Professionals, QA Testers, Unix Administrators, Desktop Support, Load Runner/Testers, etc..
- Contacting other Project Managers of various other Projects and other departments to identify their vacancies and allocating the bench candidates to them.
- Performed all aspects of candidate acquisition, interviewing and personally assisting candidates with resume review, career counseling and procurement of their desired position.

**Infooweb INC**

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**Recruitment Executive**

**May 2007 – Dec 2009**

Infooweb Inc. is a fast growing IT Consulting, services and outsourcing firm, which provides software development and IT consulting services to support clients in solving their business problems and increasing their operational efficiency by integrating and leveraging existing and new systems. Based out of New York and India, They provide services to companies all over the US.

**Roles& Responsibilities:**

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- Used online searches, referrals, internet databases, and cold-calling to produce high quality candidates and fill open client positions as well as contract opportunities.
- Responsible for all Immigration related activities.
- Coordinated with External Attorneys
- Managed Talent Acquisition Team (US Staffing/In house sales and all recruitment activities)
- Responsible for all HR and Compliance activities.
- Hands on experience in filing H1B petitions (CAP, Amendment, Extension, Transfer, COS, E3, H4 Petitions & Extensions etc.)

- Hands on experience in responding to wide range of RFE's (Request for Evidence), Drafting support letters and supporting documentation for RFE's (Viz. 'Specialty Occupation', 'Right To Control', 'Employer, Employee Relationship', 'Maintenance of Status', 'In house Employment' etc.)
- Hands on experience in Filing LCA's New, Extension and Amendment LCA's, reviewing prevailing Wages Job Titles and intended employment dates and work locations.
- Experience in coordinating with management for addressing administrative site visits queries
- Well versed with all DOL compliances including but not limited to I9 compliance, LCA Compliance (Prevailing Wages, Determined Wages and Actual Wages, Performance & Review policies.)
- Hands on experience in Coordinating with employees for Visa interviews, assisting issues like booking interview dates, completing the DS-160 forms and required personal documentation, provided FAQ of visa interview, advising consulates etc.
- Maintained close contact with all potential candidates in order to develop a pipeline of quality professionals in a highly competitive niche market.
- Maintained relationships with new hires to obtain referrals, and ensure a seamless transition into their new role.
- Develop and maintain database of consultants through extensive networking.
- Submitted weekly time sheets from placed applicants to the payroll department.
- Maintaining SAP database on excel for future requirement.
- Servicing Key customers for their SAP hiring for internal practice as well as billable roles

#### Personal Details

Date of Birth : 22nd Jan 1984  
 Father Name : Ehsan Ahmad  
 Sex : Male  
 Nationality : Indian  
 Marital Status : Married With One Kid  
 Languages Known : English, Hindi and Urdu