

# Bharat Saxena



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## Summary

10 years of total experience in Talent Acquisition, with 4+ years in an HR Generalist role. Recruited and scaled globally dispersed talent.

## Experience

### Talent Acquisition Specialist

Punchh

Jan 2019 - Present (1 year 10 months +)

Talent Acquisition:

Creating recruitment strategy for hiring of IT roles within India offices across Global Markets.

Hiring for North America Market for all the technical role.

Ensuring a right mix of hires through all source with end-to-end design of on-campus / off-campus recruitment drives.

Stakeholder Management

Maintaining a high level of engagement with stakeholders throughout the recruitment cycle.

Collaboration with key business leaders and HR partners to understand and help determine short- and long-term talent acquisition needs to meet business objectives.

Onboarding & HRIS

Joining formalities, planned induction for new joiners

Preparation of appointment letter.

Employee Lifecycle Management through system (Hire-to-Retire)

Background Verification

Managing the entire process from initiation to reports.

### Assistant Manager Recruitments

Avenue Supermarts Ltd - DMart

Jan 2018 - Jul 2018 (7 months)

- Recruitment (Talent Sourcing) / Talent Acquisition: (North India hiring): Handling End-to-End life cycle of Recruitment from for Junior to Senior Level Positions of all the North India Understand requirements and prepare job Specification .Prioritizing to the vacant position as per organization need or Parameter set by Management. Collection of candidature from job portals, Head hunting, Job posting & Framing recruitment on Portals, consultants, advertisements, Walk-in & other advanced methods. Implementing SAP R3 for Recruitment process. Co-ordination with Head Office – Mumbai for completion of Hiring Process.
- Confirmation & Transfer: Taking care of the Confirmations and Transfers of the employee.

- Onboarding: Handling complete joining formalities of new Joinee Issuing Identity Cards, organizational policies, schemes, procedures & HR System. Timely issue of Offer Letter, Appointment Letter with Salary (CTC) Break – up Sheet. HR MIS and Reports, Sending reports to Corporate HR about the Joining Responsible for timely issue Offer Letter, Appointment Letter,
- Maintenance & updating of Employees Personnel files in HR Database (SAP).
- Generation of the reports to the Circle Head of Manpower Data.



## **Assistant Manager HR**

CarDekho

Dec 2014 - Jan 2018 (3 years 2 months)

Talent Acquisition: Managed a team of 2 recruiters | Lateral Hiring (IC Role)

On-boarding: Responsible for handling the on boarding process, which includes - joining formalities, verification of documents, completing joining kits etc. Induction Plan.

Employee Relation: Assist in handling employee grievances, queries, issues related to payroll, compensation and benefits, leave, Mediclaim and other benefits.

HR Business Partner: Working closely with the business to understand their expectations and their short-term and long-term plans .



## **BU Manager Recruitments**

GlobalHunt

May 2013 - Sep 2014 (1 year 5 months)



## **Team Lead Recruitment**

Datawise Consultants Pvt Ltd

Jan 2010 - May 2013 (3 years 5 months)

Talent Acquisition specialist for IT and NON-IT Vertical.

- End-to-End Recruitments and handling team of 3 people.
- Managing complete recruitment lifecycle & client management.

## **Education**



### **Hindustant Business School**

PGDM, Human Resource

2008 - 2010



### **Jiwaji University**

2005 - 2008

## **Licenses & Certifications**



**Learning LinkedIn Recruiter - LinkedIn**



**Interpersonal communication - Project Management Institute**



**Excel Essential Training (Office 365)** - Continuing Professional Education



**HR as a Business Partner** - LinkedIn

## **Skills**

Employee Relations • Employee Engagement • Full & Final Settlement • International Recruitment •  
Executive Search • Sourcing • Campus Placement • Grievances • Strategic Human Resource Planning  
• Recruiting