

SAHIL BINDRA

Contact: +91 9888635043, 7814883993

Email: sbindra108@gmail.com

Skype- sahil.bindra75

Synopsis

Seasoned HR professional with MBA in Human Resources Management from UBS Chandigarh having Eight plus years of rich & multi-faceted experience with both international and domestic clients. Managed end to end HR processes such as **Talent Acquisition, HR Analytics, Training and Development, Employee Engagement and HRIS**. Have demonstrated initiatives and a self-motivated team player with a strong desire to win. Specialized in sourcing, nurturing and retaining high quality talent, rich experience in salary negotiations for on campus as well as lateral hiring's.

Work Experience

Centelli India LLP

Assistant Manager- HR

Feb 2019- Till Present

- Proactively assessing the Talent Acquisition needs from the relevant stakeholders.
- Scrutinize and evaluate applicant resumes available on the Application Tracking System and sourced otherwise.
- Employee life cycle Management.
- Actively involved in building an integrated digital platform for Human Resources
- Provide day-to-day Performance and Talent Management guidance to line management (capability building, coaching, counseling, career development, retention of critical talent and taking disciplinary actions).
- Building Talent Analytics and HR analytics MIS to support talent decisions such as career movements, job rotations, succession planning and Reward Management
- Facilitate the Talent Assessment processes through tools like 360-degree feedback, Competency Assessment System
- Working for USA clients – Infosys, Air Liquid, UPS, Metlife etc.
- Work With Job Diva, Dice, Monster etc for IT & Non IT Requirements.

M&M Company (Peoplestrong) – Mohali

Sr. Recruitment / HR Operations

May 2017- January 2019

- Target the ageing positions, sharing of plan of closure of skills, plan of action post segregating skill wise/critical positions. Build and maintained long term relationships with customer centric approach.
- Working on employee development and retention through High Potential (HIPO) identification leading to succession planning.
- Sourcing through various channels like company database, other recruitment portals.
- Reward & recognition; Performance Appraisals (PMS).
- Extensive experience in 360 degree recruitment and has exposure to HR business processes and policies. Individually managed assignments and bring them to closure within very stringent deadlines.
- Conducting Performance Plan Audit with line managers and calibrate key results based for bell curve fitment.
- Coordinating with cross functional team. Updating the business at each stage of the candidate status post offer. Follow ups with candidates and keep them posted on feedback.

DTS (Visakha Rpo Pvt Ltd.) – Mohali
HR Executive/ Sr. Recruiter
May 2015 - April 2017

- Headhunting from recruitment web portals, for internal openings as well for **USA Market** strong follow-ups to convert passive candidates.
- Manpower planning & Budgeting; Vendor Management
- Actively involved in building an integrated digital platform for Human Resources
- Interviewing & assessing candidate and coordinating interviews and On-boarding formalities such as Induction and company policies.
- Handled harassment cases as per POSH act as the Member Secretary in the Complaints Committee for the safety of Women at workplace, maintaining privacy and confidentiality
- Conducted multiple POSH act awareness sessions and training for all the employees and contract workforce

Outline Systems Chandigarh
October 2012 – May 2015
Technical Recruiter

- Talent Acquisition- I have had exposure in screening and sourcing profiles from all web portals & social media
- Used in house and well known online resources such as LinkedIn, Monster, Dice, Bullhorn Reach, and Craigslist to source applicants for clients nationally and locally.
- Inspiring Candidates to accept positions with Specific Organizations.
- Joining Formalities and Documentation till Exit process.

Educational Qualification

Year - Institute Board - University

2010 –12 University Business School Panjab University, Chandigarh

Master Degree- MBA (Human Resource/ Marketing)

2007-10 GGSDS College, Sector -32, Chandigarh

Bachelor's Degree- B.A with Economics from Panjab University, Chandigarh

Achievements

- Employee of **Quarter 3 in Outline Systems** in 2014
- Rewarded Highest **Incentive and best Performer in DTS in 2016**
- Stood 'First' in Business and Economics Quiz at U.B.S. Ludhiana
- Stood 'First' in Collage Making in IT FEST at G.G.D.S.D. College, Chandigarh.
- Stood 'Third' in Best out of Waste in Spirit India Club at G.G.D.S.D. College, Chandigarh.

Personal Information

Date of Birth : 23rd November, 1989

Nationality : Indian

Languages : English, Hindi, Punjabi and French