

Satbeer Singh

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Professional Summary

- Over 9 years of experience in life cycle of recruiting process.
- Talent recruitment and acquisition professional with experience developing and executing recruiting plans within both agency and in-house settings. Manage all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placement and on boarding. Creatively source high-caliber candidates by leveraging recruiting software, social media, cold calling and employee referrals.
- Recruitment evangelist with technical recruiting experience, focused in the placement of Software Engineers / Architects, Database Architects / Developers / Administrators, Network / System/Security Engineers, Web Developers, Quality Assurance / Test Engineers, Technical Program / Product / Project Managers, Development Managers, and Business Analysts using job boards and social media recruitment tools.
- Extensive experience in house recruitment and campus recruitment.
- Well versed US tax terms W2, C2C, 1099. VMS and ATS applications experience and worked with direct clients.
- Possess strong technical/business acumen and understanding of technical requirements, deep sourcing skills and experience sourcing passive candidates, excellent candidate assessment skills.
- A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills.
- Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.
- Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously.

Tools

Job Boards: Naukri, Monster, Dice, Career Builder, Indeed, LinkedIn Recruiter

Social Networking: LinkedIn, Slack

ATS: Job Diva, Taleo

MS Application: MS Word, Excel, Outlook.

Education

S.S.C, Jupiter High school, Hyderabad

+2 (C.E.C), Royal Junior College, Hyderabad

Bachelor's in commerce, Karnataka State Open University

Experience

OpsMx, Hyderabad, India, August 2019 – Present

Role: Senior Recruiter

Department: Human Resource

Responsibilities:

- Source, screen, interview, and evaluate candidates based on the requirements.
- Performed latest sourcing techniques for internet research and mining.
- Review and understand technical job requirements.
- Review applicants to verify if position requirements are met as per the required standards.
- Perform Market Intel for the niche skills and provide the talent availability to the business heads and Hiring Managers.
- Create detailed job descriptions and post on internal and external job sites.
- Follow up with candidates for the scheduled interviews.
- Perform Adhoc requirements out of BAU based on the business needs.
- Generate weekly and monthly reports for understanding the hiring process.

InfoPeople Global, September 2018 – June 2019

Designation: Senior Recruiter

Department: US IT Staffing

Responsibilities:

- Full-Life Cycle / End-to-End Recruiting experience including: Sourcing, Technical Screening, Coordinating Interviews, Reference Checking, Offer Negotiation, Closing and Documentation.
- Identifying and effectively recruiting potential candidates across levels and across technologies through job portals, referrals, networking, Internet groups, cold callings etc.
- Pre-Screening of potential Candidates in terms of qualification, work experience. Conducted in depth interviews with candidates by telephone to determine skills, knowledge, interest, market value, and availability.
- Interacting with India and US managers for coordination of interviews
- Vendor management - Maintain contact with applicant sourcing agencies, securing approval before retaining the services of any sourcing agency

CompuGain Solution India Private Limited, March 2012 – August 2018

Designation: Senior Recruiter

Department: US Professional Services

Responsibilities:

- Full-Life Cycle / End-to-End Recruiting experience including: Sourcing, Technical Screening, Coordinating Interviews, Reference Checking, Offer Negotiation, Closing and Documentation.
- Identifying and effectively recruiting potential candidates across levels and across technologies through job portals, referrals, networking, Internet groups, cold callings etc.
- Pre-Screening of potential Candidates in terms of qualification, work experience. Conducted in depth interviews with candidates by telephone to determine skills, knowledge, interest, market value, and availability.
- Interacting with India and US managers for coordination of interviews
- Extensive experience working for MSP clients and SOW projects for in house hiring.
- Vendor management - Maintain contact with applicant sourcing agencies, securing approval before retaining the services of any sourcing agency

Company: CompuGain Solution India Private Limited, September 2010 - March 2012

Designation: Executive

Department: Human Resource

Responsibilities:

- Identifying and effectively recruiting potential candidates across levels and across technologies through job portals, referrals, networking, Internet groups, cold callings etc.
- Pre-Screening of potential Candidates in terms of qualification, work experience. Conducted in depth interviews with candidates by telephone to determine skills, knowledge, interest, market value, and availability.
- Interacting with India and US managers for coordination of interviews
- Vendor management - Maintain contact with applicant sourcing agencies, securing approval before retaining the services of any sourcing agency
- Planning and executing the scheduled and walk-in interviews successfully
- Demonstrating ability to work under pressure and meeting deadlines
- Maintaining quality records to meet CMM Level Standards
- Building relationships - Pre-interview, Post interview and Post offer
- Manage requisitions for open positions and Job Postings on Portals
- Taking care of distributing night passes to the us staffing team
- Support in maintaining and updating hard copy records of past and present employees
- Support in maintaining Head Count Report - headcount details, attrition, manpower detail reports
- Supporting the senior's in Employee Engagement Activities and Induction Programs
- Ensure effective cascading of HR policies & practices across the organization
- Prepare and submit weekly/Monthly reports.

Company: Tata Business Support Services, January 2010 - July 2010

Designation: Customer Service Executive

Department: Google

Responsibilities:

- Handling Domestic Inbound and Outbound Calling for Google Local Business Listing.
- Providing Valuable Information about Google local business listing in inbound calls
- Collecting Business details from business own person and updating on GTYP Application on outbound calls

Company: Dasha Mobi Technologies India, May 2009 - October 2009

Designation: Business Development Executive

Department: Sales & Marketing

Responsibilities:

- Visiting client's locations providing valuable information and product demo.
- Supervising Junior Marketing Executives Sales.
- Providing business leads to Junior Executive's
- Product Demo, Instructions and providing Complete Tech Support details of the product
- Handling Sales and Marketing for online Bulk SMS product