

EMON SAIKIA

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SYNOPSIS

As a Talent Acquisition Professional with 6+ years of experience, I specialize in managing end-to-end recruitment processes across diverse industries. Skilled in strategic planning, negotiation, and leadership, I focus on enhancing candidate experience, optimizing employer branding, and promoting diversity and inclusion. Involved with Stakeholder Management, Employee Engagement, Vendor Management, Onboarding- Off boarding. Proficient in data-driven decision-making and HR technologies, including Workday, GreytHR, Workable, Successfactor and LinkedIn.

Senior Associate- Jindal Steel and Power Ltd.

Jindal Steel and Power (JSP) is one of India's leading business houses, with a significant presence in steel, mining, power and infrastructure. With business operations spanning across India, Africa, and Australia, JSP has firmly established itself as a global player in its chosen industries.

- ✦ Managing volume as well as niche hiring for Shared services division as well as the Corporate (for Sales & Marketing, Finance, HR, Data Analyst)
- ✦ Coordinating with Hiring Leads & Stakeholders through mails, daily & weekly calls for better understanding of the open requirements. Engaged in ongoing communication with clients and hiring managers to assess the effectiveness of recruiting strategies & review progress against open demands, ensuring timely closures.
- ✦ Completed Transition based Project Hiring Team of 40+ Finance requirements for Procure to pay, Record to report, FP&A, Auditor & Order to cash + corporate division for Finance.
- ✦ Drove specialized recruitment programs to address unique needs and spikes in hiring volume and slate/pipeline development
- ✦ Roles & Responsibilities Maintained and analyzed data to track key metrics such as turnaround time, candidate experience score, source mix, hiring cost, early attrition, ensuring evidence-based talent practices.
- ✦ Led end-to-end recruitment processes, ensuring the right sourcing of candidates, meticulous screening, efficient interview scheduling, and effective salary negotiation strategies to secure top-tier talent.
- ✦ Utilized a variety of recruitment channels, including LinkedIn, job boards, vendor partnerships, referrals to source top talent, resulting in a diverse and high-quality candidate pool.
- ✦ Expertise in bulk hiring and orchestrated successful hiring drives to meet staffing requirements within tight Phone timelines, achieving exceptional results.
- ✦ Feed in and maintain Employee data in HRMS and carry out various analysis as and when required.
- ✦ Project Undertaken: Implementing ATS, SuccessFactor.

Senior Executive- Taj Relocations Pvt. Ltd.

Taj Relocations Pvt Ltd is a leading Multi-Service Corporate Solution provider in India and has varied service lines in Relocation & Orientation, Immigration assistance, Corporate Commercial Leasing. Taj is an active partner to different Multinational companies and play a vital role in assisting the ex-pats designated as CEO, MD, CFO of different MNCs like IKEA, Google, Marks & Spencer, Honda, Thales, BMW.

- ✦ Currently working as a **Senior Executive- Talent Acquisition.**
- ✦ **Market Parity:** Implemented effective market analysis and salary benchmarking to ensure competitive compensation packages, maintaining market parity to attract and retain top talent.
- ✦ **Collaboration:** Collaborated closely with hiring managers and key stakeholders, fostering strong partnerships to understand staffing needs and deliver tailored recruitment solutions.
- ✦ **Innovative Sourcing:** Employed innovative sourcing strategies to identify and engage top talent, utilizing social professional networks, and other channels to enhance the recruitment process.
- ✦ Managed hiring from entry-level workforce till the junior management level across business (sales, operations, tele calling) and central functions.

- ✦ Managed the entire recruitment process from sourcing, pipeline management, screening, assessment, interviewing, salary negotiations, and offer management till onboarding.
- ✦ Conducted budgeting analysis and annual financial projections to plan for cost effective recruitment.
- ✦ Analyzed all the touchpoints of the recruitment cycle and developed interventions resulting into seamless candidate and new joiner experience and contributed to employer branding initiatives.
- ✦ Develop and manage performance tools, processes, and programs and a well-structured method of tracking performance and providing feedback.

HR Recruiter – TrueBlue India

TrueBlue India is a US based multinational company (MNC) and world's largest RPO provider managing talent solutions that span the global economy, with end-to-end MSP and talent advisory capabilities supporting total workforce needs.

- ✦ Was working as the Talent Acquisition Partner.
- ✦ Managed the full lifecycle recruitment process for mid- to senior-level hires and partner with various senior managers across the businesses to actively recruit talent and develop talent pools in Talent Strategy. (Non-IT, IT, Finance, Managerial, Leadership Hiring)
- ✦ Managed campus hiring for the internal research team - maintaining relations with campus placements team, sourcing & screening candidates. Also, carrying out campus engagement activities.
- ✦ Conduct Intake Meetings and define TAT/SLA for earliest closure.
- ✦ Performed interviews and evaluate the candidates' skills, knowledge, and experience
- ✦ Developed a pool of qualified candidates as required by the position using sourcing strategies such as passive candidate sourcing, leverage assigned sources, employ individual methodologies to source candidates via social media.
- ✦ Managed stakeholders including leadership and hiring managers to ensure smooth execution of talent acquisition plans. Building strong, internal engagement with the hiring managers.
- ✦ Project Undertaken: Onboarding Manual Project, Employee referral program.
- ✦ Managed Walk-in drive: This includes advertising the event, ensuring the venue is organized, and having necessary materials (e.g., application forms, interview schedules) readily available .
- ✦ Managed end to end recruitment cycle including formulating offer proposals, compensation alignment & releasing offer letters including consultant contracts.
- ✦ Sourced potential candidates from Job boards, screening & shortlisting the candidates according to different requirements.

Talent Acquisition Consultant – GRO, IGT Solutions Pvt. Ltd

IGT Solutions (IGT) is committed to simplifying complex customer interactions while delivering a seamless experience. It provides integrated BPM, Technology and Digital Services & Solutions for clients across industries.

- ✦ Worked as a Recruiter for all domestic and international hiring. Starting from filtering the applications to conducting Interviews, coordinating with the client, onboarding, and induction.
- ✦ Developed and determined the hiring strategy for all levels and the talent acquisition budgets.
- ✦ Formed a network of placement agencies, identify traditional and other non-traditional sources to provide a pipeline of high-quality talent
- ✦ Undertaken the screening and selection process including interviews together with functional/business managers up to Band 1C and finalize hiring
- ✦ Tracked open positions with TAT for each hiring and take corrective measures.
- ✦ Ensured smooth on boarding of new hires.
- ✦ Driving new sources of cost-effective hiring with focus on employee referral.
- ✦ Completed timely reports on employment activities and coordinating with hiring managers, following up with the process, therefore.

Senior Executive, Concentrix Daksh Services India Pvt Ltd,

Concentrix Daksh Services India Private Limited is one of the biggest MNC which offers business process outsourcing services. The company also offers solutions in customer relationship management, finance and administration, for multiple industry verticals, such as financial services, industrial services etc.

- ✦ Worked with one of the biggest video sharing plat forms as a client on the Policy Enforcement and trust and safety for videos
- ✦ Determining client staffing needs and partnering with managers and screening resumes, performing in person and telephonic conversations with the candidates.
- ✦ Sourced candidates through various job portals (Naukri, Indeed and LinkedIn), and Job posting, Mass mailing and utilize the potential of the networking sites
- ✦ Promoted to senior executive, especially responsible for managing recruitment and operations at process level.
- ✦ Catered to the client’s need for manpower and performing onboarding functions.
- ✦ Completing timely reports on employment activities and coordinating with hiring managers, following up with the process, therefore.
- ✦ Prepared reports on the no. of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly, Monthly and quarterly headcount and hiring report.
- ✦ Evaluated Candidate fitment & ensuring to maintain internal parity, doing offer negotiation, generating offer, keeping them warm till they join through various engagement practices.

EDUCATIONAL QUALIFICATIONS

NAME OF COURSE	YEAR	NAME OF INSTITUTION	PERCENTAGE
MA	2018-2020	Jai Narayan Vyas University, Jodhpur	63%
B.COM	2015-18	Mahila P.G Maha Vidyalaya	62%
AISSCE CLASS XII	2014-15	KV NO.1 AFS Jodhpur, Rajasthan	77.4%
AISSE CLASS X	2012-13	KV NO.1 AFS Jodhpur, Rajasthan	CGPA: 8.2/10