SUYASH SRIVASTAVA

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Education

2017 - 2020
Galgotias University
Bachelor's in Communication - 7 CGPA

2020 - 2022
Galgotias University
Master's in Communication - 8 CGPA

2022 - 2024
Swami Vivekanand Subharti University
Master's In Buisness Administration - 80%

Career Objective

I am a skilled Human Resource professional with hands-on experience in Hiring,HR Strategy, Background Verification, and Data Analysis.I am now seeking opportunities to leverage my expertise in a dynamic organization to drive impactful HR strategies and initiatives.

Worked In Companies

- **HCL Tech (Current)**
- **Data Flow Group**

Learning

- Data Scraping
- Python If and Else logics
- Automation
- Data Management

Hobbies

- Travewling (Recent Kaza Himichal Pradesh)
- Chess
- Listings Songs and Poems

Experience

HCLTech - Human Resource Associate

- Individually answer escalated associate questions and concerns usually related to exceptions to the process or policy.
- Work with senior level individuals to obtain approvals for requests
- Drive completion of complex, specialized processes/ transactions such as:
- Reporting - Create simple custom reports, schedule reports, update report expiring.
- Data Management — Mass Data Loads, Data Quality Auditing.
- Organizations — Create, edit, deactivate organizations and role assignments, reorganizations, position swaps.
- Leave of Absence — Process Severance payments, and update calendars
- Benefits — Provide Coverage history, Enrollment Instructions, Annual Renewal.
- Compensation - Load Statutory increases/ adjustments, quarterly bonuses, other ad hoc group payments.
- Talent Acquisition - Complete Candidate purge, Rescind Hires, and source corrections
- Identify, support, and (when appropriate) escalate the bug/issue resolution processes.
- Conduct trend and Root Cause Analysis (RCA)
- Support compliance requests, including liaising with key contacts to understand changes in regulatory environment.
- Execute quality assurance efforts to ensure the accuracy of processes, data, and information within HR systems
- Design, build, test, and deploy new functionality:
- Business Process changes - Condition rules

Dataflow Group- Lead Associates

- **Conduct Background Verification Checks**-Perform thorough background verification checks on candidates to ensure the authenticity of their educational qualifications, employment history, and other critical information.Verify the accuracy of the information provided by candidates through meticulous research and cross-referencing with multiple sources.
- **Communication with Issuing Authorities-** Initiate and manage communication with educational institutions, previous employers, and other relevant authorities to confirm the validity of documents submitted by candidates. Draft and send formal requests to issuing authorities to obtain verification of degrees, certificates, and employment records.
- **Documentation and Reporting -** Maintain accurate and detailed records of all background verification activities, including communication logs, verification statuses, and any discrepancies found.Prepare comprehensive reports on the verification outcomes, highlighting any areas of concern or potential red flags.
- **Collaboration with HR and Recruitment Teams -** Work closely with HR and recruitment teams to ensure timely completion of background verification checks as part of the hiring process.Provide insights and updates on the status of background verification checks to assist in decision-making during candidate selection.
- **Handling Confidential Information:**Adhere to strict confidentiality protocols when handling sensitive information related to candidates' backgrounds.Ensure that all verification activities comply with company policies, legal regulations, and data protection standards.
- **Continuous Improvemen**t: Stay updated on the latest trends and best practices in background verification and research methodologies.Suggest improvements to the verification process to enhance efficiency, accuracy, and compliance.
- **Escalate unresolved issues** to higher authorities when necessary, providing detailed documentation and recommendations for resolution.