



Suhani Malhotra

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Professional Summary

A performance driven HR professional with nearly 3+ years of experience managing end to end HR responsibilities at a FinTech and working with multiple clients as a freelance HR recruiter.

Work Experience

Full-time Client Lead at Servhigh Global Pvt Ltd.

Sept 2024 – Present

Client – Multiple

- Hiring and sourcing for Capgemini, Perficient, Zensar, Wissen – Multiple IT openings for Pan India locations.
- Closely working with Capgemini team for GenAI hiring – AI/ML Engineer, MLE, Data Engineer, Data Scientist.
- Hiring and sourcing for C2H role for Opendoor Chennai location.
- Sourcing for Blackbaud & Geektrust and hiring for their respective roles.
- Closely working with multiple clients for their requirements and sourcing profiles from different portals, screening and shortlisting profiles for them on the given criteria.
- Daily and weekly hiring status updates and follow-ups with respective hiring managers.
- Primary focus on domestic hiring FTE & C2H for both IT & Non-IT roles.

Freelance HR Consultant at Abuzz Consultancy

July 2024 – Aug 2024

Client – Tata Capital

- Hiring for Tata Capital – Cluster Head & Relationship Manager (Wealth Management) for Bangalore location.
- Sourcing Profiles via LinkedIn, Naukri portal, screening, interviewing & shortlisting the profiles on the criteria given by Tata Capital and scheduling interviews.

Freelancer HR Recruiter at Hack2Skill

April 2024 – June 2024

Client – Google India

- Conducting approximately 8-10 interviews per day for a developer program, assessing candidate's communication, leadership, and technology skills.
- Providing detailed feedback on individual student interviews, compiling comprehensive feedback reports to ensure transparency in the selection process.
- Collaborating closely with the hiring company to maintain clear communication and share feedback reports, facilitating transparency and accountability in candidate's evaluation.
- Leveraging expertise in recruitment and assessment to identify top talent and support the Google in building a strong team for the GDSC program.

Freelancer HR Recruiter

February 2023 – December 2023

Client- confidential

- Managed recruitment processes on behalf of third-party clients, specializing in domestic hiring for IT positions requiring a 2+ years of experience in fields such as sales, engineering and marketing.
- Employed ethical and transparent sourcing methods on platforms like LinkedIn and Naukri to identify and engage with suitable candidates, ensuring alignment with client's requirements and values.
- Conducted comprehensive interviews with prospective candidates, focusing on technical proficiency, industry knowledge, and cultural fit to meet the specific needs of the hiring company.
- Generated candidate assessment reports, providing objective evaluations of each candidate's qualifications, skills, and suitability for the position, maintaining confidentiality and professionalism throughout the process.
- Collaborated closely with third-party clients to understand their hiring needs and preferences, delivering tailored recruitment solutions that align with their business objectives and values.
- Fostered positive relationships with candidates and clients through clear communication, responsiveness, and personalized support, enhancing satisfaction and retention.

Full-time HR Analyst at PayGlocal Technologies Pvt Ltd.

March 2021 – August 2022

- Managed end-to-end HR activities, building upon internship experience to independently handle recruitment, onboarding, and employee engagement initiatives.
- Managed to onboard new employees and support company growth while overseeing day-to-day HR operations from 20 to 40 which includes interns and FTEs.
- Maintained regular communication with C-level executives to provide hiring status updates and HR reports, demonstrating autonomy and accountability in HR management.
- Played a key role in supporting hiring needs across various departments, refining recruitment strategies and processes for greater efficiency.
- Complete responsibility for creating essential HR documentation, including ESOP letters, employment contracts, and offer letters, ensuring compliance and accuracy.
- Contributed in oversight of new joiners' logistics, including background verification and management of employee benefits.
- Conducted employee onboarding activities, including internal welcome posts, orientation sessions, and LinkedIn welcome posts, to foster a welcoming work environment.
- Contributed to fostering a friendly and collaborative work culture through participation in monthly team-building activities and assisting in the organization of special events.

Technical Knowledge

- Expert in Screening, sourcing, hiring, Interviewing & negotiation
- Remote recruitment technologies – Zoom, Microsoft Teams, Google Meet & Zoho
- Microsoft office – word, excel, power point
- Canva (Basic to intermediate)

Achievements

- Successfully brought onboard over 35 employees during the company's inaugural year.
- Achieved the Party Planner Award at the PayGlocal offsite event in Goa (Retreat 2022).
- Received the Hardworking Employee Award in December 2021.

Academia and Certification

- Certificate of Completion – Applicant Tracking System (ATS)
- Learned on SAP success factor HR module
- Certified internship as HR management intern in PayGlocal
- Graduated in BDS