

Sachin Gaur
Senior Executive Talent Acquisition

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5 years of work experience in Operations, Technology Services & Healthcare vertical handling entire gamut of Talent Acquisition and organizational activities. Area of specialization covers - People Management, Sourcing, End to end Recruiting, Candidate Experience, Hiring (Leadership roles, Niche and Volume based roles), Internal Job Opportunities, Employee Referral, Pre-Employment process, On boarding process, Vendor Evaluation, Job fairs, Vendor Bulk hiring & Campus Recruitments. Supporting & managing hiring needs for the Operations, Technology Service, Healthcare vertical, Analytics & Research, Sales & Marketing, finance, procurement etc. Experience in Operations, Technology Services & Healthcare vertical handling screening of resumes and short listing the candidates via Naukri, Talent Source, Monster and LinkedIn

Professional Experience

Jindal Intellicom Ltd & Jindal Healthcare
Senior Executive Talent Acquisition (Non-IT & US Healthcare)

April 2023 - Present

- Leading hiring for Gurgaon, Delhi, Noida and Mumbai- lateral leadership & frontline for business.
- * Understanding the position requirements based on job description or requisition.
- * Work in a matrix environment with 10+ stakeholders.
- * Use Naukri, LinkedIn & other social media outlets manage recruit database and pipeline.
- * Manage communication from and follow-up needs for management.
- * Follow up on leads generated from marketing communication (direct mail, etc.)· Developed creative recruiting strategies that met anticipated staffing needs.
- * Managed all phases of recruitment, including defining hiring management needs and posting available positions.
- * Developed reports on employee headcount, monthly HR reports and quarterly training reports.
- * Assisted management with presentations for business reviews and communications meetings.
- * Researched and recommended new sources for candidate recruiting.
- * Employed multiple feedback mechanisms and analysis to continuously improve the recruiting process.
- * Maintained an accurate candidate tracking system.
- * Handled 2 recruitment Interns.
- * Campus hiring / vendor hiring/ direct sourcing for leadership and support functions
- * Position Worked on :- Sr. F&A Executive, WFM, Marketing Manager, Supervisor Content Writer, Performance Marketing Manager, Sr. Manager Ecommerce, Head of Marketing, SEO Manager, AGM-Quality, AGM-Marketing, VP & SVP-Growth, VP & SVP HR etc.

Corrohealth Infotech pvt ltd
Senior Executive Talent Acquisition (US Healthcare)

September 2022 - April 2023

- Leading hiring for NCR Region, Hyderabad, Chennai, Coimbatore- lateral leadership & frontline for business.
- Sourced qualified Healthcare candidates using Naukri, Indeed Resume, LinkedIn and all major Job Boards.
- Created compelling graphics and wrote job descriptions to attract highly quality Medical and Allied Health candidates on social media.
- Employed traditional and online marketing strategies to create candidate pools
- Managed & recruited for 10 high-value Healthcare Clients.
- Credential verification, drug tested, background checked and administered skill evaluations
- Managed 2 Healthcare Interns.
- Worked with Healthcare Hiring Managers to determine specific job qualifications.

- Scheduled Client and Candidates for Interviews in person and online using various virtual meeting software systems.
- Participated in Client/Candidate interviews whenever possible.
- Completed human resource operational requirements by scheduling and assigning employees.
- Troubleshoot and resolved problems with HR software to enhance production support and minimize downtime.
- Collected and analysed information to monitor compliance outcomes and identify and address Healthcare staffing trends.
- Maintained work structure by updating job requirements and job descriptions for all positions.
- Worked alongside global business leader to deploy new sourcing and staffing strategies.
- Position worked on:- Junior Medical Coder, Junior AR Caller, Medical Coder, AR Caller(Physician Billing), Sr Medical Coder, AR Caller(Hospital Billing), TL-Coding, TL-RCM (Hospital Billing), AM-Coding, TL-RCM (Physician Billing), TLRCM (Auth & Verification) .

Square Yards

January 2020 - September 2022

Executive-Talent Acquisition (Non-IT Sales & Marketing)

1. Sourcing, Screening, Cold calling. Bring into play- LinkedIn, Monster, Indeed, Naukri, Shine, Hirect, Apna.
2. Hiring, Recruitment, Talent Acquisition, Bulk Hiring Enlisting candidates for NRI Vertical [International (United Arab Emirates, Saudi Arabia, Qatar, Oman, Kuwait, and Bahrain) & Domestic (Gurgaon, Pune, Mumbai, Noida).
3. Induction, Training, and Development Ushering new candidates about the organizational structure and about the work routine.
4. Team Handling, Team Development, Mentoring Administering employees from July 2022 for their routine and accountability.
5. Campus Hiring:- On boarding students from Tier-1, 2, and 3 colleges for NRI domestic locations.
6. Exit Interviews:- Taking up surveys, & talking to ex-employees regarding their employment.
7. KRA & KPI:-
 - a. Partnering with sales directors, P&Ls to determine staffing needs.
 - b. Screening resumes.
 - c. Performing in-person and phone interviews with candidates.
 - d. Administering appropriate company assessments.
 - e. Performing reference and background checks.
 - f. Making recommendations to company P&L Heads.
 - g. Coordinating interviews with the P&L Heads.
 - h. Following up on the interview process status.
 - i. Maintaining relationships with both internal and external leaders to ensure staffing goals are achieved.

Education:-

MBA in HR + Marketing

August 2019 - August 2021

MD University at Rohtak

* Completed a Master degree in HR + Marketing with a focus on strategic HR management and digital marketing. Courses emphasized building effective recruitment and selection strategies, designing compensation and benefits plans, and leveraging social media platforms for brand promotion.

BBA in Marketing

August 2014 - August 2017

Sushant University at Gurugram

* Completed a Bachelor's degree in Marketing from Sushant University, consistently achieving high grades and ranking within the top 10% of my class. Developed a solid understanding of marketing principles, consumer behaviour, market research, and digital marketing strategies.

Key Skills:-

MS Word, PowerPoint, MS Excel, Frontline Hiring, Recruitment and Selection, Hiring, Lateral Hiring, Leadership Hiring, Senior Level Hiring, Marketing Position Hiring, Sales Hiring, Non -IT, HR, Human Resource, ATS, Vendor Management.

Languages:-

- English
- Hindi

Software:-

- ATS
- Yandesk
- Quandle
- AIF
- Peoplestronge