

# Sayuj Sreedharan

HR Recruiter

Top 5 Strengths: Optimistic, Focused, Listener, Target-Driven, Proactive

## Education / Certifications

- Post Graduate diploma in Human Resource Management and Marketing, WIMDR, 2021
- Bachelors in Computer science, Mumbai University, 2018

## Skills & Abilities

- Business Development
- 360 Recruitment
- Technical Recruitment
- Sales Recruitment
- End-to-End Recruitment
- Stakeholder Management
- Online / Active Sourcing
- Client Servicing
- Employee Engagement
- Account Management
- High Volume Hiring
- Talent Acquisition / Coaching
- Boolean / Head Hunting
- Screening & Interviewing
- Onboarding / Off boarding
- Job Advertisement
- Job Analysis
- Job Descriptions

## Technology Portfolio

- Java / .NET / PHP / JavaScript
- Android

## Languages Known

- English,
- Hindi
- Malayalam
- Marathi
- Tamil
- Spanish

## SUMMARY

A full cycle Recruitment Professional with over 2 years of extensive high-volume staffing, RPO, agency & consulting experienced in working for High-End Retail, FMCG and Hospitality clients delivering placement.

### Highlights:

- Expertise in account & stakeholder management with client servicing, working as an extension of client's recruitment while collaborating with diverse hiring managers
- Marketed, developed, and completed high-volume, mass recruitment projects for Big 4 Retail Brands in a relationship building, fast-paced environment
- Target-driven Recruiter with expertise in understanding a successful sales cycle with a passion for hitting targets and earning commissions in highly competitive marketplace

## WORK EXPERIENCE

(Was working as Recruitment Consultant in UAE with a Consultancy focusing on Oil and Gas Domain, was laid off because of the pandemic)

### Recruitment Specialist

Aug 18 – Mar 19

#### R2R Consults – Mumbai

- In-House recruiter liable for end-to-end Recruitment, Employee Engagement, Payroll, Trainings, HRBP, and Talent Acquisition with minimizing time-to-fill and recruitment expenses.
- Achieved full life-cycle recruitment for executive positions of Financial and Technology Professionals with proven track record of hiring engineering profiles.
- Independently managed, led and continuously improved end-to-end Recruitment process with focus and determination to deliver an outstanding candidate experience.
- Handled Recruitment drives for Retail brands.
- Was actively involved in Head Hunting for niche profiles

### HR Recruiter

Apr 17 – Jul 18

#### Beyond Recruitment-Mumbai

- Developed and implemented recruiting strategies to meet high volume staffing goals within a defined time frame meeting recruitment dashboard goals and actively shared data-centric updates with leadership team, peers & hiring managers.
- Managed full-cycle recruitment functions that included: requisition process, posting positions, sourcing, prescreening, interviewing, pre-employing assessments, background checks, job offers, new employee orientation, and onboarding.
- Negotiated and extended offers having a proven track record of successfully closing talent in a highly competitive marketplace with continuous relationship management.
- Actively involved in Recruitment drives/Job fairs for mass hiring.
- Maintained relationships with external clients to ensure staffing goals are achieved
- Used to meet new clients for the purpose of Business development
- Conducted Employee Engagement activities.

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