



Sarvesh Kumar Verma

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Professional summary:




- Have overall **5 years of experience** in the IT technical recruitment and almost **2 years working freelancing project as business analyst** simultaneously.
- Data-driven professional skilled in developing interactive **Power BI dashboards** for monitoring and analyzing sales performance.
- Proficient in utilizing advanced parameters, custom filters, and slicers to create tailored data views and detailed drill-down capabilities.
- Experienced in establishing robust data connections, performing complex calculations, and supporting user-defined parameters to enhance visualizations.
- Experienced in designing and implementing a wide range of custom visualizations to effectively communicate key business insights.
- Experienced in **SQL for data extraction, transformation, and loading (ETL)**, ensuring data integrity and optimizing queries for enhanced **Power BI report** performance.
- Well-versed in developing and strengthening relationships with internal team members, stakeholders and applicants in order to quickly fill open technical positions with best-fit candidates.
- Having experience for USA, Singapore & Malaysia region as well as other APAC regions like India & Philippines being a recruiter
- Talent recruited but not limited to Mechanical Engineer, Electrical Design Engineer, Technical Project Management, Process Engineer, Java Developer, .Net Developer, Business Analyst, Data Analyst, DevOps Engineer, Data Management Engineer, Python Developer, Architecture etc.
- Versatile Technical Recruiter with an established network of candidates. Sources new candidates using Indeed, Dice, Monster, Naukri.com, Career Builder, Job Street, LinkedIn, and networking. Adept at reviewing all applications, conducting candidate interviews, and creating job descriptions.
- Talented Recruiting professional well-versed in the domain of social networking, Healthcare, Banking, Financial, Cryptocurrency, Semiconductor, Information Technologies & Services industry, Oil & Gas industry, etc. Identifies top-quality applicants to meet company needs.

Skills:

- Microsoft Excel
- Microsoft PowerPoint
- Power BI
- T-SQL
- SQL Server
- Agile Mythologies
- Requirement gathering
- Data Analytics
- Data Visualization
- Data Modelling

Certifications:

-  Certified for Business Analyst: Essential Tools and Techniques from IIBA
-  Certified for Business Analyst Foundation from PMI

-  Certified for Power BI from NASBA
-  Certified for Agile Foundation from IIBA
-  Certified for SQL Server from CompTIA

Area of Expertise:

- Client coordination
- Requirement gathering
- User Stories
- Social Media Recruiting
- Recruitment Marketing
- Recruitment Methodology
- Leadership

Academics experience:

- **B.Tech in Mechanical Engineering, 2014 - 2018**
IIMT college of engineering, Greater Noida, UP
- **Intermediate, 2013**
Kendriya Vidyalaya SGPPI, Lucknow, UP

Experience:

Freelancing,

Sep 2022 – Present

Business Analyst

Project: Online Retail Sales Analysis

- Developed an interactive Power BI dashboard to monitor and analyze online sales performance, enhancing data-driven decision-making.
- Utilized advanced parameters for detailed drill-down capabilities in worksheets, alongside custom filters and slicers for tailored data views.
- Established robust data connections and joins across multiple tables, performing complex calculations to manipulate data and support user-defined parameters for comprehensive visualizations.
- Designed and implemented a variety of custom visualizations, including bar charts, pie charts, donut charts, clustered bar charts, scatter plots, line charts, area charts, maps, and slicers, to effectively communicate key business insights.
- Leveraged SQL for data extraction, transformation, and loading (ETL) processes, ensuring data integrity and optimizing queries to enhance the performance of Power BI reports.

Skill Quotient Technologies, Bangalore,

Sep 2022 – Feb 2024

Senior Talent Acquisition Specialist (APAC)

- Developing and implementing talent acquisition strategies and initiatives to attract, hire, and retain top talent in the Malaysian market.
- Collaborating with hiring managers to understand their staffing needs and develop job descriptions and job postings that accurately reflect those needs.
- Sourcing, screening, and interviewing candidates to ensure a diverse and qualified candidate pool.
- Developing and maintaining strong relationships with candidates, colleagues, and hiring managers in the recruitment process.
- Conducting salary negotiations with candidates and making offers of employment.
- Developing and managing relationships with external recruitment agencies and vendors to ensure a steady flow of high-quality candidates.
- Working on Physical Design, Digital, Analog or Memory Custom Circuit Design, DFT, STA, ASIC RTL Design, and Firmware Design with SSD/ HDD experience as well as recruited on Mechanical Engineer, Electrical Design Engineer, Technical Project Management, Process Engineer, Java Developer, .Net Developer, Business Analyst, Data Analyst, DevOps Engineer, Data Management Engineer, Python Developer, etc.
- Ensuring compliance with local laws and regulations related to recruitment and hiring.

- Tracking and reporting on key recruitment metrics to measure the effectiveness of recruitment strategies and initiatives.
- Developing and managing employer branding and recruitment marketing campaigns to promote the organization as an employer of choice.
- Managing and developing the talent acquisition team, including setting goals and objectives, providing training, and coaching, and conducting performance evaluations.
- Partnering with other HR functions, such as compensation and benefits, onboarding, and employee engagement, to ensure a seamless and positive candidate and employee experience.
- Managing and improving the organization's applicant tracking system and recruitment tools to optimize the recruitment process.

Lancesoft Pvt Ltd, Noida

Oct 2021 - Sep 2022

Senior Technical Recruiter (APAC) cum Technical Lead

- Collaborating with Reporting manager to get allocation of job openings as daily basis.
- Mainly working for Singapore & Malaysia region as well as handling other APAC regions like India & Philippines.
- Mentoring the team to source the right talent as per the requirements.
- Maintaining submissions & interviews database of the talent properly.
- Responsible for handling client portals such as SAP Fieldglass, Ripple Hire, etc for reviewing the job openings and submitting the applications.
- Responsible for writing job descriptions and posting to RPS/LinkedIn, Monster, indeed, & Job Street.
- Talent recruited but not limited to Mechanical Engineer, Electrical Design Engineer, Technical Project Management, Process Engineer, Java Developer, .Net Developer, Business Analyst, Data Analyst, DevOps Engineer, Data Management Engineer, Python Developer, etc.
- Search for job candidates using various sources such as databases, internet recruiting resources, networking, job fairs, media advertisements & employee referrals.
- Presenting the resumes of the most suitable candidates to the hiring manager.
- Screening applicants for competency with the job requirements.
- Arranging telephone or video interviews.
- Offering job positions and completing the relevant paperwork.
- Keeping track of all applicants as well as keeping applicants informed on the application process.

Nityo Infotech, Noida

Apr 2021 - Oct 2021

Senior Executive Technical Resource

- Collaborates with hiring managers to understand the needs and roles to be filled, and reviews job descriptions for vacancies.
- Identifies appropriate candidates and assesses their qualifications through a review of their resumes, interviews, and other forms of communication.
- Search for job candidates using various sources such as databases, internet recruiting resources, networking, job fairs, media advertisements, recruiting firms, or employee referrals
- Drafts recruitment advertisements; posts ads in the most effective social media for open positions such as LinkedIn, Facebook, etc, and posts ads in the most effective or usable portals such as Job Street, Monster, etc.
- Maintaining contact with candidates to keep them apprised of the status of their applications.
- Perform pre-screening calls to analyze applicants' abilities.
- Proficient in ATS (MyCareerCube) with uploading candidates' tracks.
- Identifies candidate's concern while deployment and solving immediately at the time.
- Handling mostly, IT requirements of multiple clients such as DBS, UOB, Murex, Validus Capital, BNPP, Wipro, etc.

**eTeam Inc, Noida,
Technical Recruiter**

Feb 2020 - Mar 2021

- Working mostly in IT, Non-IT & Engineering positions like Product designing, electrical engineering, and electronics engineering along with semiconductor, information technologies & services, medical and pharma domains.
- Worked for mostly biggest organizations and industries such as Kaiser Permanente, Facebook, Salesforce, Magellan Healthcare, Intel, Motorola, HCL, Telstra, etc.
- Working on Physical Design, Digital, Analog or Memory Custom Circuit Design, DFT, STA, ASIC RTL Design, and Firmware Design with SSD/ HDD experience.
- Working as a Program/Project Manager, Java Developer, DevOps Engineer, Business Analyst, Software Developer, Architect Embedded, Data Management Specialist, Validation, Content Review, Content Writer, data entry, Executive/Administrative Assistant, etc.
- Working for multiple international markets like the USA, Malaysia, India, etc. So, aware of their tax term and visas as well.

eTeam Inc, Noida

Feb 2019 - Feb 2020

Associate Technical Recruiter

- Involved in the entire life cycle of the recruiting process, from initiation to completion. This includes sourcing of resumes, shortlisting, or screening, interviewing the shortlisted candidates, compensation and benefits negotiation followed by final selection.
- Working extensively with Green Card holders and US Citizens for Contract/Contract to Hire Job Orders with International Clients and closely worked with Account Managers to get the job done.
- Extensive Experience in working with Direct Client Requirements, Project Implementation Companies, and Tier 1 vendors.
- Source and screen resumes, conduct phone interviews, recommend qualified candidates to the Accounts manager for interviews, check references, update candidates on the recruitment process, and negotiate and close desirable candidates in a very competitive talent market.
- Screening the profiles and scrutinizing the resources by having a brief conversation over the phone and submitting the resume to the Accounts Manager.
- Developed and maintained a network of contacts to help identify and source qualified candidates. Conferred with management and supervisors to identify personnel needs, job specifications, job duties, qualifications, and skills.
- Use effective resourcing strategies such as Portals Monster, Dice, Internet sourcing, networking, employee referrals, and direct mailing & resume databases and integrate all database into JobDiva
- Coordinate with other recruiters to ensure that as a team we rapidly identify quality candidates, reduce time to fill, and build a diverse candidate database.
- Conducted preliminary interviews per criteria and needs.
- Worked on various requirements and contract positions on W2, 1099 Hourly / Salary /Fulltime positions.
- Coordinated the process of selection and negotiating the salary with perspectives.
- Maintained close interaction with Account Managers.