

Deepak Kumar

Mobile No.: +917739563215 / +971557287354

E-mail Id: deepak281832@gmail.com

CAREER OBJECTIVE

To contribute my skills towards the overall growth of the organisation and work in an environment conducive to self-learning and development, thereby enhancing both professional and personal skills

PROFILE SNAPSHOT

With 4+ years of experience in HR Executive and HR recruitment and resource management, I specialise in managing the end-to-end HR and recruitment process. My expertise includes vendor and stakeholder management, addressing queries through various communication channels, HR analytics, offer negotiation, Offer letter generation and onboarding formalities. As an adaptable and results-oriented recruiter, I take a comprehensive approach to talent acquisition and HR support, ensuring that recruitment efforts align with organisational needs and contribute to overall business success. My goal is to deliver efficient and effective HR solutions that meet both candidate and company requirements.

WORK EXPERIENCE

Company : Securiguard Middle East (Abu Dhabi- UAE)
Role : HR Executive
Duration : May 2025 to Aug 2025

Company : Publicis Sapient
Role : HR Executive
Duration : Nov 2024 to May 2025

Company : Crownstack Technology
Role : HR Executive
Clients : Crownstack technology
Duration : June 2023 to Nov 2024

Company : iBridge Techsoft Pvt Ltd
Role : HR Recruiter
Clients : Atos, TCS, L&T, Mphasis, Capgemini, Birlasoft, Global Logic, Wipro, Intelsat, Newgen
Duration : Feb 2021 to May 2023

Responsibilities:

- Working as an HR Executive at Securiguard Middle East.
- My expertise includes vendor and stakeholder management.
- Handling offer letter Generation and Onboarding formalities.
- Validating Candidate Document and managing new employee creation in the HRMS portal.
- Scheduling HR Interviews & conducting HR interviews for Junior role.
- Responding to employee queries related to onboarding.
- Coordinating issuance of post-joining employee deliverables like Joining kit, PC/Laptop, etc.
- Sending out welcome emails and helping new hires feel at home.
- Supporting the team in various HR operations and engagement activities.
- Handling the end-to-end Full Life-Cycle Recruiting, including the quality assurance of candidate resumes and Scheduling of interviews, conducting F2F interviews, Document verification, and Onboarding process.
- Excellence in sourcing profiles through Naukri.com and LinkedIn.
- Follow up with the candidate after the offer roll-out and ensure they are joining onboarding.
- Following up on each submitted candidate until the candidate is Accepted/Rejected
- Experience in working for Junior to Lead level positions.
- Understanding client requirements (Job Description & Specification).
- Working on Technical Requirements for Clients. Interacting with candidates in accordance with the requirements on a daily basis

EDUCATIONAL QUALIFICATION

- B.Tech from Kurukshetra University, Kurukshetra
- 12th from BSEB
- 10th from CBSE

PERSONAL DETAILS

Father's Name	:	Mr. Sanjay Singh
Date of Birth	:	15 August 1999
Sex	:	Male
Marital status	:	Unmarried
Languages Known	:	English, Hindi