

Rajeev Ranjan

TALENT ACQUISITION

Human Resources Professional offering over 3 years of experience assisting organizations in increasing performance and achieving operational goals. Strong intrapersonal and communication skills, an expert in conducting negotiations and interacting with employees of all levels.



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WORK EXPERIENCE

Talent Acquisition - Senior Associate PAYTM

09/2021 - Present

Noida India

Paytm is an Indian multinational financial technology company, that specializes in digital payments and financial services

Achievements/Tasks

- Part of the Product Management, Growth Management & Technology (P&T) recruitment team. Responsible for hiring for Money, Travel, Bank, Lending & other business units.
- Continual participation in improving hiring practices and recruitment process as per the emerging market trends and different dynamics within the ecosystem of the organization.
- Managing end-to-end hiring which includes pre-screening of application from various sources conducting telephonic / face to face round of interviews, coordination for further rounds, for interviews, etc!
- Compensation negotiate along with clients and on-board candidates on compensation packages in accordance with internal salary bands or ongoing market trends to maintain parity and ensure maximum offer to join ratio!
- Analyzed recruiting metrics to share weekly reports and recommendations with stakeholders!
- Database Management: Maintaining MIS and keep record of all recruitment relevant data such as applications, applicant background, invited candidates, recruitment results and multiple trackers like Open requisitions tracker, Recruitment Data, Dashboards, offer tracker etc!
- Campus Placements for '23 Batch Faculty of Management Studies, IIM (ABCL), Indian school of Business, XLRI, SP Jain and MDI Gurgaon.

Operation Executive PAYTM MALL

03/2021 - 08/2021

Bangalore, India

Achievements/Tasks

- Collaborated on operational support tasks to achieve common goal!
- Worked extensively with other departments, utilizing resources to provide seller support!
- Answered questions regarding seller inventory, shipping, payments and buyer complaints.!

EDUCATION

B.Tech in Information Technology Alliance University

08/2016 - 09/2020

Bangalore, India

SKILLS

Candidate Experience

Talent Acquisition

End to End Recruitments

LinkedIn Recruiter

Sourcing

Competency Mapping

Tech Recruitment

Product&Growth Recruitment

Leadership Hiring

Campus Recruitment

Advance Excel

Google X-Ray Search

Head Hunter

ACHIEVEMENTS

"Rockstar" was awarded for making multiple offers/ joiners within short period of time ~ Q4,2022.

LANGUAGES

ENGLISH

Native or Bilingual Proficiency

HINDI

Native or Bilingual Proficiency