

# Sumit Bhardwaj

(+91-9557699899)

Talent Acquisition Executive

Vehant Technologies Private Limited

<https://www.linkedin.com/in/sumit-bhardwaj-7a7ba2217/>

Near Mithaas, Behind Fortis Hospital, Noida Sector 62 (UP) 201301

Email-bhardwajsumit921@gmail.com

## Summary

- Proven Track Record | Team Leadership | Strategic Talent Acquisition
- Over 2.8 years of HR expertise with a strong record of success in recruiting top-tier talent across both IT and non-IT sectors.
- Proficient in coordinating recruitment teams to execute end-to-end hiring strategies, resulting in high-impact placements
- Builds long-lasting connections with clients and candidates, focusing on customized solutions to address specific hiring requirements.
- Utilizes diverse recruitment platforms and cutting-edge tools to identify and engage exceptional candidates.
- Committed to driving collaborative growth and elevating organizational excellence through exceptional talent acquisition.

## Skills & Proficiencies

• Talent Acquisition	• Relationship Building	• HR Strategy
• IT/Non-IT Recruitment	• Training & Development	• Employer Branding
• HR Policies	• Salary Negotiations	• Recruitment Lifecycle
• Team Leadership	• Salary Structures	• Niche Skill Sourcing

## Work History

Talent Acquisition Executive

Vehant Technologies Private Limited - Noida, India

(End to end Recruitment Excellence)

10/2023 – Current

### Roles & Responsibilities

- Responsible for managing end to end Recruitment Process.
- Responsible for managing and sourcing for various profiles till the onboarding of the candidates.
- Develop and execute comprehensive recruitment strategies to meet the organization's talent needs, aligning with long-term business objectives.
- Collaborate with senior management to identify key talent requirements and establish workforce planning initiatives.
- Design and implement innovative sourcing methods, including social media, online platforms, job fairs, and networking events.
- Conducted needs assessments, aligning recruitment strategies for effective talent acquisition.
- Leveraged diverse platforms, ensuring the sourcing of exceptional and qualified talent.
- Responsible for managing and sourcing for various profiles till the onboarding of the candidates.
- Collecting all the suitable documents and background verification of new Joiners.
- Highlighting status of offered candidates to Hiring Managers/CEO/CTO.
- Follow up with the respective departments after onboarding for training and induction.
- Training and Induction of fresh Joiners.

## Innovative Recruitment Visionary

- Spearheaded IT and Non-IT recruitment, optimizing team efficiency and success.
- Conducted needs assessments, providing strategic insights for comprehensive recruitment planning.
- Utilized a spectrum of platforms to source and attract exceptional talent, fostering a skilled workforce.

### Senior Recruitment Researcher (IT)

Hunting Cube Recruitment Solutions –Noida, India

01/2022 – 10/2023

#### Roles & Responsibilities

- Handling full recruitment cycle.
- Doing Job analysis for the High Frequency Trading / e-commerce/ Internet clients and understanding the client's requirements for different positions.
- Handling multiple clients for fulfilling the requirement needs and be a liaison between the organization and Clients.
- Creating job postings on different portals like LinkedIn, Naukri.com & other social networking sites.
- Sourcing and Screening of resumes from job portals (Naukri and IIM Jobs) social networking sites (LinkedIn), Head hunting, Referrals.
- Taking preliminary round of telephonic interviews of the candidates for the perfect match with the client's requirement.
- Taking the follow up of the candidates through emails and telephonic calls.
- Building and maintaining a effective relationship with clients and candidates.
- Involved in the Negotiations with the candidate. Follow up of candidates till the offer and joining in the organization.
- Implement and manage applicant tracking system (ATS) to streamline the recruitment process and enhance candidate experience.
- Ensuring applicant tracking System (ATS) compliance and supply accurate and timely information for monthly, quarterly and yearly closed requirements.

### IT Recruiter (Internship)

Saiva System India Private Limited –Noida, India

08/2021 – 01/2022

#### Roles & Responsibilities

- Preparing Job description, Screening Shortlisting and keep a constraint update for the same.
- Recruit and manage potential candidates from various Sectors.
- Revert recruiting emails to potential candidates.
- Follow up with the candidates and company.
- Prepare manually data related to candidates joining.

## Educational Qualifications

- **MBA (HR & Finance)** from "Abdul Kalam Technical University" – Bijnor (UP) with **75% in 2021**.
- **B.Com** "Mahatma Jyotiba Phule Rohilkhand University" – Bijnor (UP) with **68% in 2018**.
- Intermediate from Dayavati Dharmavira Public School (DDPS) – Bijnor (UP) with 85% in 2015.
- High School from Dayavati Dharmavira Public School (DDPS) – Bijnor (UP) from 74% in 2013.

## Achievements

- Promising hunter of the year – 2022-23 (2<sup>rd</sup> Quarter)
- Evergreen hunter of the year – 2021-22 (4<sup>th</sup> Quarter)

## Languages

- English & Hindi

## Personal Profile

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- Name – Sumit Bhardwaj
- Father's Name – Rajeev Kumar Sharma
- Nationality - Indian
- Gender – Male
- Marital Status- Unmarried
- DOB – 29th July 1997

