

Rishik Jain

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Gurgaon

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Objective

Results-driven HR Professional with 3+ years of experience in Talent Acquisition, Management, and Operations. Proven track record of building strategic partnerships with internal stakeholders, clients, and external partners to drive successful placements of top-tier technical talent. Skilled in managing end-to-end recruitment cycles, with expertise in bulk hiring, just-in-time hiring, and meeting urgent staffing needs, ensuring seamless hiring processes and minimal downtime. Adept at forecasting hiring needs, developing strategic recruitment plans, and leveraging technology to streamline recruitment operations, resulting in efficient and effective hiring processes that deliver high-quality candidates on time.

Work Experience

CGXI- Gurgaon, India

08/2022 - 11/2024

HR Partner

Here are the modified points with additional recruitment-related content:

- Recruitment Expertise

- Collaborated with hiring managers to assess staffing requirements and developed targeted recruitment strategies.
- Established and refined selection criteria to enhance the recruitment process.
- Utilized LinkedIn Recruiter, Naukri, and Monster for technical recruitment, leveraging Boolean searches, ATS integration, and targeted postings.
- Conducted bulk hiring initiatives, managing high-volume recruitment drives with precision and speed.
- Implemented just-in-time hiring strategies to meet urgent staffing needs.

- Talent Acquisition Achievements

- Achieved a remarkable candidate conversion rate of 90%, driving talent acquisition and business growth.
- Developed and implemented structured interview and selection procedures to ensure thorough candidate evaluation.
- Crafted optimized job descriptions and competency-based interview questions to attract top talent.
- Successfully managed and executed mass hiring projects, ensuring timely and efficient recruitment processes.

- Strategic Recruitment Initiatives

- Initiated job fairs, recruitment events, and campus hiring initiatives to enhance employer branding.
- Forecasted quarterly and annual hiring needs across departments, optimizing workforce planning

strategies.

- Conducted market mapping and job profiling to inform data-driven recruitment strategies.
- Developed and maintained relationships with key stakeholders, including hiring managers, vendors, and external partners.

- Client Portfolio

- Google
- Alphabet
- Coinbase

eTeams Infoservices- Noida

03/2022 - 08/2022

Sr. Technical Recruiter

- Collaborated with IT team leaders to accurately forecast staffing requirements, ensuring alignment with departmental objectives and long-term goals.
- Led the orchestration of seamless onboarding processes and facilitated comprehensive training programs to ensure new hires were fully equipped for success.
- Identified and selected top-tier candidates for critical technical positions, driving talent acquisition across the organization.
- Designed and implemented targeted talent acquisition strategies that attracted a diverse and highly qualified pool of candidates.
- Leveraged data-driven assessment methods to identify high-potential candidates for prestigious companies, including Bank of America and Deutsche Bank.
- Continuously optimized recruitment strategies by assessing resumes and gathering valuable feedback from hiring managers to refine selection processes.
- Negotiated contracts and managed recruitment budgets, maximizing resource allocation and optimizing overall expenditure.

Connexials Technology LLP- Gurgaon, India

11/2021 - 03/2022

Talent Acquisition Specialist

- Maintained high energy and enthusiasm in a dynamic, fast-paced environment.
- Developed and executed talent acquisition and placement strategies to attract a diverse pool of candidates.
- Utilized talent assessment data to identify promising candidates across multiple organizations such as Monster, Accenture, and Saxo Bank.
- Assessed resumes, conducted interviews, and presented qualified candidates to hiring managers, incorporating feedback to refine recruitment strategies.
- Sourced and screened candidates for IT roles, collaborating closely with hiring managers to facilitate interviews, offers, and onboarding processes.

Vinasha Portfolio Pvt Ltd- Remote, India

07/2021 - 11/2021

Hr Intern

- Hired BDE Candidates for Yes Bank Process.
- End to End recruitment.
- Sourcing and Screening.

Education

MBA DUAL: HR + Finance

ITM University, Gwalior, Madhya Pradesh

10/2020 - 08/2022

8.00 CGPA

B.COM (H)

ITM University, Gwalior, Madhya Pradesh

07/2017 - 08/2020

7.5 CGPA

12th Commerce

Cambridge School Dabra, Madhya Pradesh

07/2016 - 04/2017

62%

10th

Rass Jb School, Dabra, Madhya Pradesh

07/2014 - 03/2015

59%

Skills

Business Analytics / Hr Analytics**Advanced Excel - Udemy Certified****SPSS - IBM****Interest**

- Reading
- Connecting with new people
- Exploring new places