

TILAK RANA

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📍 A-37, British Embassy, Chanakyapuri, New Delhi - 110021

Objective

Self-motivated, efficient and thoughtful human resources professional with more than 3 years of experience in the industry and I believe my strengths and skills make me a perfect fit for Recruitment/HR functions.

Experience

DCDC Kidney Care

11/7/2022 -
27/1/2023

Executive - HR

- Handling Pan India recruitment and Internal requirement.
- Managing the complete recruitment life cycle.
- Expertise in Contract and Permanent Hiring, Contract to Hire Staffing for clients as well as internal hiring.
- Responsible for handling entire process of recruitment & selection.
- Interacting with the Internal Manager to solve staffing problems as well as Clients regarding their requirements and keeping them updated on the progress.
- Mass mailing & Advertise jobs on behalf of clients on the portals like Naukri and LinkedIn.
- Coordinating with the Interview panels for interviews of shortlisted candidates till Candidates on boarding we do continuous follow-up.
- Basic exposure of Payroll Management.

Anisha Global Services Pvt. Ltd.

08/03/2021 -
22/03/2022

Senior HR Recruiter

- Managing the complete recruitment life cycle (IT & NON IT).
- Handling internal requirement & domestic client coordination.
- Taking care of Internal Manpower such as Hr Recruiter, operation and Payroll.
- Mass mailing & Advertise jobs on behalf of clients on the portals like Naukri and LinkedIn.
- Coordinating with the Interview panels for interviews of shortlisted candidates till Candidates on boarding we do continuous follow-up.
- Leading the team and handling junior hr executive.

Realtime Manpower

17/4/19 - 22/8/20

Executive - HR

- Ensure company acquisition of top talent across sites. Profile jobs, source, recruit candidates, review resumes, facilitate interviews, consult with hiring leaders on hiring and salary decisions, coordinate, reference, background checks, extend job offers and assist with the on-boarding process.
- Taking care of IT recruitment
- Sourcing, screening, and assisting in the placement of qualified candidates.
- Compiling and communicating recruiting data and metrics and ensuring compliance with hiring policies, practices, and company values.
- Developing strategies by placing job advertisements in various news and job sites.
- Providing applicants with critical information about the company to close applicants..

- Coordinating with shortlisted candidates and taking follow-up till their joining.

Education

2017	Shyam Lal College, Delhi University BA (Programme)
2014	Kendriya Vidyalaya, Sector - 8, R.K. puram, Delhi - 110022 CBSE

Skills

Remarkable knowledge of sourcing directly with help of various tools.

Ability to resolve all issues within required timeframe.

Leading the team, Solving the issue and Decision making.

Ability to coordinate with all internal and external partners efficiently.

Strong computer skills (PowerPoint, Word, Excel).

Reference

Manu Garg - "DCDC Kidney Care"

Assistant Manager

manu_hr@dcdc.co.in

9910305188

Anjum Parveen - "Anisha Global Services Pvt. Ltd."

Manager

Hr@infoanishaglobal.org.in

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Declaration

I hereby declare that the above-mentioned information given is the best of my knowledge & belief. I shall carry myself in a manner that tends dignity to the organization worthy enough to the person.

(Tilak Rana)