

Sumit Gothwal

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HR Professional

SUMMARY

As a Self-Motivated HR Professional, I have almost 3 years of extensive experience in **Talent Acquisition, HR Operations.**

PROFESSIONAL EXPERIENCE

AceNet Consulting, Gurugram

Jan '24 – Present

Executive - HR

- Coordinated the offer generation process and on-boarding process including managing the background check process for employees
- **Recruited Resources for Various IT Roles from Junior Developers till Senior Architects and NON IT Roles such as Marketing, BDM and Sales Hiring.**
- **Have Extensive Experience with Leadership Hiring.**
- Managed the Processes from Hire to Retire.
- Guiding New Resources resulting in 20% increase in team productivity.
- Client Handling
- Vendor Management
- Grievance Handling
- Employee Relations
- Responded to employee inquiries via email and phone regarding policies, programs and benefits in a timely and accurate manner
- Data Management
- Extensive Experience with LinkedIn.
- Reduced the Cost Per Hire By Various Methods.
- Managing and Handling of Orientation for New Employees.
- Managing the employee's data of each department.
- Preparing Dashboards.

IDC Digital (IDC Technologies), Noida

Jun'22 – Dec'23

Recruiter

- Managed life-cycle workflow for all new hires and retirees.
- **Sourcing resumes from job portals (Naukri Resdex, Monster, Shine, Instahyre, LinkedIn). Worked On Various Roles Such as Java, Big Data, Dotnet, Python, Salesforce, Angular, Technical Project Manager, Business Analyst, Quality Assurance Automation Engineer, Oracle, Test/Technical/Solution/Sales Solution Architect, SAP Roles, Android/iOS, Technical Sales Manager, Marketing/Sales Executives and Various Other Roles.**
- **Leadership Hiring, Lateral Hiring**
- Rolled Out Offer Letters
- Recruited Both for IT as well as NON IT Requirements.
- Worked for Various Industries Such as IT, BFSI, Automobile, Manufacturing etc.
- Documentation
- Data Management
- Coordination with Senior Management for Approvals.
- Coordination with Different Hiring Managers.
- Undertaken Employee Grievances/Conflicts in Timely Manner
- Conducted Induction for Newly Recruits.

- Undertaken BGV Process.
- Assisted with Company's Handbook.
- Preparing Dashboards.

Human Resources Coordinator Intern, Buzibrains, Bengaluru (Internship)

Feb'21 - Jun'21

EDUCATION

Maharshi Dayanand University, Rohtak Masters of Business Administration(MBA), Human Resource Management & Finance	2019-2021
Maharshi Dayanand University, Rohtak Bachelors of Business Administration (BBA)	2016-2019
Pathania Public School, Rohtak XII Commerce	2015-2016

CERTIFICATIONS

- 1. Employer Branding Certifications Program – Hirst**
- 2. Organization Behavior and Human Resource Management – GIBS Business School**
- 3. Learning SAP HCM – Successfactor**
- 4. People Analytics**

SKILLS

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|----------------------|-----------------------------|-----------------------|
| ● Offer Generation | ● Conflict Resolution | ● Vendor Management |
| ● ZOHO CRM | | ● Recruitment |
| ● Ceipal | ● MS Office Suite | ● Employee Engagement |
| ● Talent Acquisition | ● Applicant Tracking System | ● Client Handling |
| ● Grievance Handling | | ● Team Support |
| ● Learning Workday | | |