

UJJAWAL PANDEY

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📍 New Delhi, India

CAREER OBJECTIVE

As a renowned MBA postgraduate with a focus on HR, I provide nearly 2.6 years of demonstrated experience in IT and non-IT hiring in a variety of international marketplaces. I have experience finding top personnel for senior executive roles in the software and web development, testing, healthcare and pharmaceutical, and automotive industries. I'm now ready to take on a difficult role in a fast-paced company. By utilizing my strategic Recruitment and HR abilities, I hope to improve internal HR operations and promote organizational success.

EDUCATIONAL QUALIFICATION

- **M.B.A. with Distinction:** (Human Resources/Marketing) Galgotias College of Engineering & Technology, AKTU 2019-21.

CORPORATE EXPOSURE:

Ficus e Logic Pvt. Ltd., Noida

- Headhunter/Recruiter (March 2023 – Present)

Job Profiles:

- Coordinate with hiring managers to define necessary requirements for open roles
- Browse resume databases and portfolio sites
- Mentoring new joined/juniors
- Join social media groups and professional networks and interact with potential candidates
- Advertise open positions to external networks
- Ask for referrals from current employees, acquaintances and industry professionals
- Maintain organized databases with candidates' data.
- Attend job fairs and organize career events
- Keep in touch with past applicants
- Use Boolean search to look for qualified candidates for hard-to-fill roles
- Conduct benchmark research on compensation and benefits for various positions.
- Measure source of hire and time-to-fill for each role
- Research and recommend new sourcing tools and techniques
- Handling Account of one of the Clients, coordinating with them for new requirements and following up over the mail

Clients – Tata Elxsi, Tech-Mahindra, L&T, LTTTS, Docerre etc.

Radiant Tech solutions Pvt. Ltd., Noida

- Sr. Talent Acquisition Executive
(Jan,2022 – March, 2023)

- Utilized advanced search techniques, including Boolean searches, to identify and

- engage with qualified candidates efficiently.
- Applied innovative search tactics to enhance the effectiveness of candidate sourcing and recruitment processes.
- Consistently achieved and exceeded recruitment targets within specified deadlines.
- Thrived in a fast-paced environment, demonstrating adaptability and a results-driven approach to meet and surpass established goals.
- Played a key role in internal HR operations, contributing to the smooth functioning of HR processes.
- Successfully managed and supported various internal HR functions, showcasing versatility in HR operations.
- Demonstrated proficiency in navigating and utilizing various job portals and IT professional platforms.
- Acquired in-depth knowledge of IT terminologies, enhancing communication and understanding within the IT recruitment space.
- Successfully managed and closed end-to-end IT training requirements, showcasing a comprehensive understanding of the IT training landscape.
- Ensured seamless coordination and execution of training initiatives, contributing to the professional development of IT professionals.
- Handling the internal L&D, Mentoring the new joiners / juniors

Client Handled – India Mart, Coforge, BirlaSoft, sopra steria, L&T, LTIMindtree.

ICICI Bank Ltd., Delhi

-Assistant Manager (Sep, 2021 – Jan, 2022)

- Partner with customers through their life-cycle and offer suitable products and services based on their financial needs
- Nurture the current customer relationships while maintaining the quality of the portfolio
- Expand and develop the customer base by onboarding new customers
- Analyze consumer needs, current market trends, and potential partnerships to offer unique and technology-driven solutions
- Build a short/medium/long-term sales pipeline per market opportunities
- Collaborate and coordinate to implement different marketing strategies
- Formulate sales strategies, tap into cross-selling and upsell opportunities, to ensure maximum customer reach.
- Offer 360-degree banking to the individual, professional and business ecosystem
- A customer seeks insights and advice and hence superior knowledge and service are distinguishing factors of success

KEY STRENGTHS & SKILLS

- Proven work experience as a Headhunter/Recruiter or similar
- HR Operations
- Human Resources Business Partner

- Performance Management
- Client Handling
- Advanced knowledge of sourcing techniques (including Boolean search & Advanced Search)
- Hands-on experience with sourcing tools (e.g., Naukri.com, LinkedIn)
- Familiarity with HR databases and Applicant Tracking Systems (ATSs)
- Excellent communication and persuasion abilities.
- Time-management skills with the ability to handle multiple open roles simultaneously

PERSONAL DETAILS:

Father's Name	:	Mr. Rajeev Pandey
Date Of Birth	:	10 Aug ,1994
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Married
Language Expertise	:	Hindi & English

I hereby declare that all the above information provided by me is factual and correct to the best of my knowledge and belief.

New Delhi

Ujjawal Pandey

January 2024