

About me

Accomplished HR Professional with 3+years' experience.

Personal Data

Date of Birth: 03 Sep 1997

Nationality: Indian

Languages known:

English and Hindi

Hobbies:

Cooking

Travelling

Sports Games

Education

- MBA – I.B.S Gurgaon – 2019-2021 – 74%
- B. Com – Bundelkhand University – 2015-2018 – 60%
- Intermediate – Jai Academy School – 2015 – 78%

CURRICULUM VITAE

Abhishek Patel

Address- 316 C.P Mission Compound, Jhansi, Uttar Pradesh

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Career Objective

Aspiring for a job in a growth-oriented organization, where my recruiting experience and organization skills can be used for making a positive contribution in the human resources department by putting in maximum efforts.

Work experience

Team Computer Pvt Ltd – Dec 2022 – June 2024

Designation: Sr.Talent Acquisition Specialist

Responsibilities:

End-to-end recruitment cycle

- Sourcing cvs from Naukri.com, Linkdin , Moster.com , Apnajobs, hirect, and other free portals.
- Understanding the requirements received from leading client companies namely ITC, Jubilant Food Works, Fujitsu, LIC , SBI, and many others clients.
- Sharing relevant candidates for technical roles on the associate level, mid-senior level, senior level such as: Desktop Support, System Admin, IT Asset Management, Service Delivery Management,

Akal Information Systems Ltd - December 2021 – Dec 2022

Designation: Senior HR Recruiter

Responsibilities:

End-to-end recruitment cycle

- Understanding the requirements received from leading client companies namely Meesho, FutureBridge , Skill Circle , Trade India , Flipkart and many others profiles for associate level ,mid-senior level, senior level .
- Posting jobs on top online portals such as Naukri, LinkedIn, Hirect, Hirist, Apna etc.
- Searching relevant resumes, screening the candidates, Handling data through Ms excel.
- Reaching out to the candidates over calls to discuss the job description and taking initial interview to filter out the best candidates as per the skill sets.
- Aligning client interviews, follow up and coordination with candidates
- Negotiating salary and notice period with candidates.
- Generating offer letter, documentation through CRM for joining

Technical recruitment

- Sharing relevant cvs for technical and software development roles like Java developer , php , dot net , Devops , python, backend , front-end, fullstack developer , web designer , IT service desk , Network engineer and many others similar roles.

Non-technical recruitment

- Sharing relevant candidates for non-technical roles on the associate level, mid-senior level, senior level such as:
Field Sales, Tele callers, Business Development/ Inside Sales, Key Account Management, Relationship Management, Admission Counselors , Content Creation, Auditor, Inside Sales, etc.

Client management

- Attending client meetings to understand the requirements
- Sharing data of candidates
- Coordination for interviews
- Follow up regarding feedback and updates
- Supporting on onboarding
- Coordination for joining documents, monthly attendance, and salary

Other Key Performance

- Coordination with Sales team regarding updates of client
- Coordination with operational team for CRM
- Assisting the team members in recruitment
- Follow up with candidates via email, chat and call
- Maintaining and reporting the data to managers

- Experience in Contractual jobs
- Developing Job Description
- Works on MS Office, Google Workspace, MS Outlook

Innolabz Venture – November 2020 – December 2021

Designation: HR Recruiter

Responsibilities:

Internal recruitment

- Requirement Gathering from HR Manager
- Job Posting and search on Naukri
- Resume screening
- Conducting interviews
- Salary negotiation
- On boarding
- Training to juniors
- Monitoring team performance
- Maintaining data of hired candidates and keeping records in MS excel.

Internship Experience

Worked as a Marketing Intern in Kelloggs India Pvt Ltd – . Feb, 2020 – May, 2020

B2B Sales Distribution Management : Generate sales by approaching every retail outlet , Spreading brand awareness, cold calling and Data mining..

Got 3rd position in Telemarketing project(parakram). with effective closers. Understand customer relationship management.

CERTIFICATES

- Advance Excel Course from Tata Steel -2020
- Digital Marketing Course from Google Certification – 2020
- 2 Kelloggs live project -2020
- H.R Intern in Innolabz Venture - 2020

Declaration

I hereby declare that the above information is correct to the best of my knowledge.

Date –

Place- Jhansi

Abhishek Patel