

# Namo Jain

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## PROFILE

Seasoned recruiting professional with **2 years** of recruiting experience. Presently, Namu is working as HR Executive for **Deloitte**. As part of this role, Namu works in Cloud Engineering and Operation Transformation service line for Deloitte in India. Prior to Deloitte, he was a Recruitment Researcher with **Elliott Scott HR** where he supported US, UK and APAC hiring where he was working on multiple domains within the HR function including talent acquisition, Scheduling, Marketing Intelligence talent management.

## CORE AREAS OF EXPERTISE

- 🌐 **Industry hiring** – entry level to leadership hiring.
- 🌐 **Working with multiple stakeholders** – senior business leadership / candidates / search firms.
- 🌐 **Business partnering** – overall recruiting plans / sourcing mix / diversity hiring.
- 🌐 **Team management** – Collaborating with other team members for sourcing for multiple roles.

## PROFESSIONAL EXPERIENCE

**Deloitte India, HR Executive**

**Oct 2024 - Present**

### 1. Candidate Sourcing:

- Utilize various channels (job boards, social media, databases, networking, etc.) to find potential candidates.
- Develop and implement effective sourcing strategies to reach a diverse pool of candidates.

### 2. Market Research:

- Conduct research to understand the talent landscape, including competitor analysis, market trends, and salary benchmarking.
- Stay updated on industry trends and best practices in recruitment and sourcing.

### 3. Candidate Screening:

- Review resumes and applications to identify qualified candidates.
- Conduct initial phone screens to assess candidate fit and interest.

### 4. Building Talent Pipelines:

- Create and maintain a pipeline of potential candidates for future job openings.
- Engage with passive candidates to keep them interested in potential opportunities.

### 5. Collaboration with Recruiters:

- Work closely with recruiters and hiring managers to understand job requirements and expectations.
- Provide regular updates on sourcing progress and candidate status.

### 6. Candidate Relationship Management:

- Build and maintain relationships with potential candidates through regular communication.
- Ensure a positive candidate experience throughout the sourcing process.

### 7. Data Management:

- Maintain accurate records of candidate interactions and status in the Applicant Tracking System (ATS) or CRM.
- Analyze sourcing metrics and report on the effectiveness of sourcing strategies.

## 8. Employer Branding:

- Promote the employer brand through various channels to attract top talent.
- Participate in job fairs, career events, and other networking opportunities.

## 9. Diversity and Inclusion:

- Implement sourcing strategies to attract a diverse range of candidates.
- Support company initiatives to promote diversity and inclusion in the workplace.

## 10. Compliance:

- Ensure that all sourcing activities comply with relevant laws and regulations.
- Maintain confidentiality and data privacy standards.

### **Elliott Scott HR, Recruitment Researcher**

**Oct 2022 - Oct 20**

1. Perform research to underpin recruitment activities via:
  - Advanced search using LinkedIn Recruiter
  - Advanced search within ATS o Long Listing of Candidates for a role
  - Market mapping of companies or role types
  - Internet research from company websites and other reputable sources
2. Partnering with the Recruitment Administrator to ensure data and codes in ATS enable extensive search functionality.
3. Develop research reports that align to the needs of Consulting team.
4. Confidently and competently lead on 360-degree recruitment for roles within the defined area
5. Manage a pipeline of roles, typically working 8-10 active roles at one time.
6. Provide career coaching to candidates and maintain a high-level of service
7. Actively develop key talent pools of candidates through sourcing and defining different strategies to communicate and engage with them.
8. Supported marketing team in generating contents for the consultant Providing support to global offices in recruitment.

### **Deloitte India, HR Intern**

**Jun 2022 - Oct 2023**

- Conducted extensive analysis into candidate CVs, searching for keywords and specific skills to streamline shortlisting.
- Sourced candidates through social media platforms, validating suitability for available positions.
- Managed staff recruitment, interviewing, selecting, and onboarding. Managed off-Campus Drives
- Sourced candidates through social media platforms, validating suitability for available positions.
- Major profiles handled were Azure Data engineer, Power BI Developer, CAI, Sales and Strategy etc
- Assisted with recruiting, background checks and reference checks.
- Scheduling the interviews with the business stakeholders.

## **EDUCATION**

### **Bachelor of Business Administration**

**(2019-2022)**

Sri Guru Tegh Bahadur Institute of Management and IT

