

Hemant Gothwal

Senior Talent Acquisition Analyst

Jaipur, Rajasthan, India

Mobile: +91 8955264660

Email: shubhamgothwal.10@gmail.com

Career Objective

Aspiring HR professional seeking opportunities to apply my skills in talent acquisition, employee engagement, and organizational development. Dedicated to fostering positive work cultures and contributing to business success through strategic HR initiatives

Work Experience

Payroll Company - Alexander Mann Solutions (AMS)

<https://www.weareams.com/careers/> -

Deputed to Client – Deutsche Bank (Onsite)

Role – Senior Talent Acquisition Analyst

From – October 2022 – Present

Skills

Organization Skills, Tracking Systems, Interview coordinator, Strategic Sourcing, Meeting Scheduling, Scheduling Management, Strategic Recruitment Planning, Workday Recruiting, Client Relations

- Coordinate all aspects of the recruiting process and assist recruiters and hiring managers in effectively managing Workday (Recruitment ATS) and support in interview process.
- Coordinate and schedule a high volume of interviews by working closely with the candidates, interviewers, and the recruitment team across the Global (**UK/US, Germany, Dubai Australia , India**).
- Help in screening and shortlisting resumes based on specific criteria, skills, platform, qualifications and relevant experience and presenting candidates information to recruiters and hiring managers.
- Facilitate offer letters/employment agreements and initiate BGV checks.
- Support in organizing recruitment drives across the Global and reserve conference rooms, onsite interviews and debrief meetings with recruiters, managers, and interview teams.
- Coordinate project management activities, assign tasks to internal teams and assist with schedule management.
- Monitor project progress, review, and report project status regularly to ensure successful project delivery and implementation.
- Assist on Talent Acquisition operational projects and work with the internal team and hiring managers to assist them with Recruitment planning and execution.

Payroll Company - ACS Consultants

<https://acsconsultants.in/>

Role – HR Executive

From – April 2022 to Sep 2022

Skills

Talent assessment and acquisition, Vendor Management , Performance management, Candidate sourcing, screening candidates

- screened candidates by reviewing resumes, applications and performing through screening.
- Assisted with recruitment, interviews and worked in collaboration with Hiring managers, Panel Member,

and internal team to ensure important roles were properly filled.

- Meeting hiring demand through efficient interview coordination, scheduling, and coordinating interviews and facilitating equitable experiences for all candidates across APAC.
- Scheduling assigned tasks (interview requests raised by sourcer or recruiter) while working with sourcer, recruiter, hiring managers, volunteered interview panel and candidates/referrals/internal employee as per their availability, in some cases arranging last-minute sourcing requests.
- Scheduling, coordinating, and managing interviews, batch days and hiring event as planned on working days and weekends.
- Handling hiring events every week with more than 50 candidates scheduled with 4-5 panel members and reduce No Show by 10% in those events.
- Applicant tracking system (ATS) used is "Workday."
- Updating interview details of candidates and tracking their recruitment life cycle via Workday.
- Processing the offer letter of selected candidates via workday (ATS) and DocuSign (service of electronic signature and approvals).
- Initiate and coordinate in process of background Investigation of hired candidates.
- Coordinating with IT Department for laptop delivery of new employees to their respective address.

Payroll Company - AICS Consultancy

Role – HR Executive

From – November 2021 to March 2022

Skills

Candidate sourcing, screening candidates, Salary negotiations , Employee relations, Performance management

- Identify candidates through multiple sources including employee referral, social networking sites (e.g. LinkedIn, Naukri).
- Conduct pre-qualifying phone screens on candidates and targeted warm calls to generate interest in the company.
- Scheduling round of interviews & sending shortlisted profiles for Company's requirement.
- Promote company reputation as best place to work.

Payroll Company - TeqAcquisition Hr Solution

Role – HR Executive

From – August 2021 to October 2021

Skills

Talent assessment and acquisition, Employee relations, Performance management, Candidate sourcing, screening candidates, Salary negotiations

- Responsible for handling the process of recruitment and other HR activities.
- Interact with potential candidates using various job portals (Naukri, Monster and LinkedIn)

Academic Qualification

- Post-Graduation from Chandigarh University in (MBA- Human Resource Management) in July 2021- June 2023
- Graduation from JECRC University in Computer Science (Bachelor's of computer application) in July 2016 – August 2019