

MOHD UVAISH

TALENT ACQUISITION SPECIALIST

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OBJECTIVE

Dynamic and results-oriented professional with experience in establishing robust contact network, managing end-to-end recruitment processes for multiple portfolios, and sourcing top-tier candidates through platforms like LinkedIn and Naukri. Pursuing a challenging role to leverage expertise in conducting thorough pre-screening and interviews, managing recruitment for diverse profiles, and leveraging HR Information Systems and Applicant Tracking Systems for streamlined processes.

EDUCATION

2021

MBA in Oil & Gas Management from University of Petroleum and Energy Studies, Dehradun, Uttarakhand.

2019

B.Com. from Seventh Day Adventist College, Roorkee, Uttarakhand

TECHNICAL SKILLS

Human Resource Information System (HRIS)

Applicant Tracking Systems (ATS)

Microsoft Office Suite (Word, Excel, and PowerPoint)

SOFT SKILLS

- Collaborator Communicator
- Negotiator Critical Thinker
- Numerical Competence
- Problem Solver

PROFILE SUMMARY

- Possess **over 1 year** of experience as an IT Recruiter, with proven skill in nurturing professional networks to identify and source qualified candidates effectively.
- currently working as Talent Acquisition Specialist at Infosys Ltd., Bangalore, Karnataka, managing multiple portfolios, including Oracle, Microsoft Power Apps, Enterprise resource planning, Supply chain management, Enterprise Application Integration and Services.
- Managed all phases of **full-cycle recruiting**, from initial sourcing and screening through offer negotiations, placement and onboarding.
- Skilled in utilizing Human Resource Information System (HRIS) and Applicant Tracking Systems (ATS) to streamline recruitment processes and enhance candidate experience; proficient in managing HR databases and conducting salary negotiations.
- Accomplished average 7 to 8 successful closures in 2 to 3 weeks, displaying a strong capability to meet recruitment targets and deliver results.
- Implemented recruitment process automation, resulting in improved efficiency and candidate experience, leading to successful closure of 50+ interviews during weekends and 20+ interviews during weekdays.

CERTIFICATIONS

- Mastering Microsoft Power BI from Mind Luster in Oct'2023
- Learn SQL with Microsoft SQL Server from Infosys SpringBoot in Oct'2023
- Data visualization using Power BI from Great Learning in Aug'2021
- Introduction to Data Analysis using Excel from Coursera in Sep'2020
- Excel Skill for Business from Coursera in Aug'2020
- Fundamentals of Project Planning and Management from Coursera in Jul'2020
- Introduction to Data Analytics for Business from Coursera in Apr'2020
- Managing Employee Compensation from Coursera in Apr'2020
- Oil and Gas Industry Operations and Market from Coursera in Oct'2019

CORE COMPETENCIES

Sourcing and Screening	Compliance Management	Headhunting
HR Database Management	Recruitment Process Automation	Skill Assessment
Phone Interviews	Candidate Engagement	Background Checks
Social Media Recruiting	On-boarding	Mass Hiring

INTERNSHIP

- Research Intern at WDV Energy Research and Marketing Pvt. Ltd., Gurugram, Haryana (Apr'2020-Jun'2020)
- Conducted comprehensive demand projections for CGD projects in designated areas, such as Kanpur, Fatehpur, Hamirpur GA, and Kaithal GA, providing critical insights for informed decision-making and strategic planning.
- Compiled and implemented research data, actively contributing to the creation of insightful papers.
- Displayed strong research and analytical skills that enhanced the organization's knowledge base.
- Collected primary and secondary data through visits to various online platforms, ensuring a thorough and accurate foundation for research initiatives.

WORK EXPERIENCE

Nov 2021 - Feb 2023 | Talent Acquisition Executive | Infosys Ltd., on Payroll of SLN Facilities Management Pvt. Ltd., Bangalore, Karnataka

Key Result Areas:

- Established a robust contact network to identify and source highly qualified candidates, ensuring a consistent pool of potential hires.
- Managed end-to-end recruitment processes for multiple portfolios concurrently, showcasing exceptional multitasking capabilities.
- Screened and shortlisted profiles as per the requirement; negotiated on salaries and finalized as per the offer.
- Conducted telephonic/ personal interaction with potential recruits to ascertain their suitability and obtained information regarding salaries, their availability and so on.
- Interacted with clients on a daily basis to share updates on the status of resources as well as on new requirements.
- Analyzed employment applications, set up and conducted personal and group interviews, and determined the suitability of the applicant for employment.
- Utilized LinkedIn, Naukri, and other professional networks to source and engage with top-tier candidates, elevating the overall quality of talent acquisition.
- Leveraged online recruiting services for candidate research and outreach, conducting thorough pre-screening and interviews.
- Researched job descriptions and qualifications to effectively match candidates with appropriate positions.
- Developed and applied in-depth knowledge of job specifications, including experience, skills, and behavioral competencies required for success in each role.
- Managed recruitment for multiple portfolios simultaneously, such as ORCALL, MSP, and EAIS units.
- Utilized HR Information Systems and Applicant Tracking Systems (ATS) to streamline recruitment processes and enhance candidate evaluation.

May 2024 - present | Talent Acquisition specialist | Infosys Ltd., on Payroll of SLN Facilities Management Pvt. Ltd., Bangalore, Karnataka

Key Result Areas

- source highly qualified candidates, ensuring a consistent pool of potential hires
- Screened and shortlisted profiles as per the requirement
- Managed recruitment for multiple portfolios simultaneously, such as Oracle, Microsoft Power Apps, Enterprise resource planning, Supply chain management, Enterprise Application Integration and Services.
- Interacted with stakeholders on new openings, requirements and available positions.
- Taking care of scheduling technical round, managerial round and HR round as per the requirement
- Assisted in skill set checks, background checks, and reference checks, providing valuable support to the Human Resources Team as needed.
- while effectively conducting interviews, utilizing online recruiting services, and sourcing applicants through professional networks like LinkedIn and Naukri.

Achievements:

- Closed a minimum of 5 to 6 candidatures on average within 2 to 3 weeks, showcasing efficiency and effectiveness in talent acquisition.
- Conducted 40 to 60 interviews in a single recruitment drive, ensuring a high success rate and thorough candidate evaluation.