



SAKSHAM ANAND

Summary: Dedicated and results-oriented professional with 2.5 years of experience in recruitment. Seeking a challenging role in a dynamic organization to leverage my skills and contribute to finding the best talent.

Experience:

Senior Associate • HAYS Business Solutions Pvt. Ltd.

February 2021 – August 2023

Recruitment:

Managing the full-cycle recruitment process, including job postings, candidate sourcing, screening resumes, interviewing candidates, selection and making job offers.

Collaborated with hiring managers to understand staffing needs and job requirements.

Utilized various job boards and social media platforms for candidate sourcing.

Implemented innovative sourcing strategies, which resulted in a more diverse candidate pool.

Conducted pre-screening interviews and coordinated in-person interviews.

Maintained candidate databases and ensured a positive candidate experience.

Assisted in the negotiation and preparation of job offers.

Reviewed resumes and conducted initial phone screenings.

Coordinated interview schedules and communicated with candidates.

Managed applicant tracking system and updated candidate profiles.

Assisted in onboarding processes and new hire orientations.

Education

NMIMS

PGDBM (Human Resource) – 77.4%

MDU

BBA – 58%



Gurugram



9643727177



Anandsaksham21@gmail.com



<https://www.linkedin.com/in/saksham-anand-942262187/>

Achievements

- **Shining Star Award** - Recognized as the top performer of the team during Q2 2022 for exceptional performance.
- **Best Performance Award** - Received 5 awards for outstanding performance till date.