

VIKASH KUMAR YADAV

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Talent Acquisition professional with over more than 2 years of experience in end-to-end recruitment for both IT and non-IT sectors. Proven expertise in hiring middle to upper-level professionals across diverse industries such as Steel, Cement, Hospital, BFSI, FMCG, AGRO-TECH, and IT. Experienced in recruiting for various departments, including both technical and corporate roles. Skilled in client coordination and adept at managing HR activities to ensure smooth recruitment processes across industries.

Qualification: -

Qualification	Degree	Institution	Passing Year
PG	MBA	Doon Business School, Dehradun	2020-2022
UG	BBA	Gossner College, Ranchi	2017-2020
Intermediate	I.sc	Annada College, Hazaribagh	2015-2017
Matriculation	CBSE	D.A.V Public School, Lalpania	2014-2015

Experiences: -

Assistant Manager HR



Jul 2023 - Present

- Devised and implemented effective recruitment strategies to meet hiring needs across various industries such as hospital, Cement, Iron and Steel, FMCG (PepsiCo and HCCB), Corporate, and BFSI.
- Utilized diversified sourcing methods including job boards, social media, referrals, and networking events to attract high-caliber candidates.
- Conducted thorough screening, interviews, and assessments, leading to a 30% increase in qualified candidates.
- Ensured a positive candidate experience from initial contact to onboarding.
- Served as the primary point of contact for candidates, addressing inquiries, providing constructive feedback, and guiding them through the hiring process.
- Enhanced candidate satisfaction by 20% and significantly improved candidate retention rates through regular communication and support.
- Collaborated closely with hiring managers to understand staffing requirements and developed customized recruitment plans accordingly.
- Fostered and maintained strong relationships with hiring managers, department heads, and stakeholders to align recruitment strategies and priorities.
- Provided continuous support and guidance to hiring managers on best practices for interviewing, selection, and onboarding processes.
- Managed candidate pipelines monitored application statuses, and generated recruitment reports to track and measure the effectiveness of the recruitment process.

HR Executive

DIGI DUNIA, Noida

FEB 2022- JULY 2023

- **Recruitment & Talent Acquisition:** Posting job openings on job boards, career pages, and social media. Screening resumes and coordinating interviews. Assisting with interview scheduling and conducting initial interviews. Coordinating with hiring managers to understand specific hiring needs
- **Employee Onboarding:** Managing the onboarding process for new hires, including documentation and training schedules.
- **HR Policy Implementation:** Ensuring that employees follow company policies and procedures. Assisting in updating or developing new HR policies as needed.
- **Payroll & Benefits Administration:** Assisting with payroll preparation by providing relevant data, like absences, leaves, and overtime. Helping with the administration of benefits programs, including health insurance, provident fund, and leave policies.
- **Compliance & Record-Keeping:** Maintaining employee records (attendance, personal details, etc.) in both paper and digital format. Ensuring compliance with labour laws and company policies. Coordinating with external agencies for statutory compliance.
- **Performance Management:** Supporting the performance appraisal process and tracking performance metrics. Assisting in training and development programs based on performance feedback.
- **Exit Process Management:** Coordinating exit interviews and processing resignations. Handling final settlement and ensuring the offboarding process is smooth.

Internship: -

Radiant Tech Solutions

6 months

- Conducted thorough evaluation and assessment of trainers/consultants based on parameters such as work experience, technology expertise, and training experience.
- Proactively identified and secured back-up trainers/consultants for each training program to mitigate last minute challenges.
- Established and maintained a robust database/pool of IT/Technology consultants and trainers on an ongoing basis.
- Cultivated strong relationships with trainers, facilitators, and consultants to Spearheaded end-to-end IT/Technology sourcing and recruitment processes as a Talent Acquisition Specialist.
- Analysed client's IT/Technology training requirements and devised a comprehensive sourcing strategy to identify top trainers/consultants from various professional platforms and job portals.
- Leveraged professional networking platforms and job portals to effectively source the best trainers.- ensure a steady pipeline of talent.

PERSONAL DETAILS: -

Permanent Address – Bokaro, Jharkhand

Date of birth – 14/02/2000

Marital status – Unmarried

Religion- Hindu