

Navin Chaudhary

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Summary

Skilled Talent Acquisition Specialist with background in identifying, recruiting, and hiring top-tier talent. Experienced in developing innovative sourcing strategies, building strong relationships with candidates, and maintaining a strategic recruitment pipeline. Strengths include effective communication skills, negotiation abilities, and knowledge of recruitment technologies. Previously improved efficiency in talent acquisition processes through implementation of data-driven approaches.

Skills

- Recruitment planning
- Candidate tracking
- Recruitment reporting
- Salary and benefits negotiations
- Recruitment
- Talent management
- Candidate pipeline management
- Application screening

Experience

10/2022 - Current

Talent Acquisition Specialist, **ICICI Lombard General Insurance**, New Delhi

- Developed and maintained relationships with hiring managers to understand their talent needs.
- Posted job openings on various job boards, social media sites, and other resources.
- Conducted initial phone screens of potential candidates.
- Assisted in the development of recruiting strategies to attract qualified applicants.
- Coordinated interviews between hiring managers and prospective employees.
- Negotiated employment offers with selected candidates.
- Prepared offer letters for successful candidates.
- Provided guidance to new hires throughout onboarding process.
- Reviewed resumes, applications, and other documents submitted by applicants.
- Utilized Boolean search strings to identify passive candidates online.
- Created reports that tracked key recruiting metrics such as time-to-fill rates and cost per hire.
- Participated in team meetings to discuss current recruitment initiatives.
- Managed third-party vendors providing recruitment services.
- Collaborated with internal stakeholders to ensure a smooth transition of new hires into the organization.

Education And Training

07/2022

MBA, Human Resources Management

Madan Mohan Malaviya University Of Technology, Uttar Pradesh

07/2020

B.Com

HRPG College, Uttar Pradesh

Internship

- Aasman Foundation : Since April 2021 till June 2021

- Flicker Infotech : Since June 2021 till August 2021