

# RUSHANK TAMANG

## CONTACT

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Vasant Kunj, New Delhi, India

## PERSONAL SKILLS

- Empathy
- Effective Communication
- Critical Thinking
- Adaptability
- Problem-Solving
- Teamwork
- Creativity
- Multitasking
- Writing Skills
- Analytical Skills
- Market Research
- Proof Reading
- Recruiting

## SOFTWARE SKILLS

- MS Word
- MS Excel
- MS Powerpoint
- Canva
- Google Spreadsheet
- Google Docs
- Google Forms
- Photoshop
- Smartrecruiters
- Paradox

## PROFILE

I have a strong background in US and Healthcare hiring and experience in HR, alongside a proven record of sourcing and recruiting top candidates for Fortune 500 companies such as Willis Tower Watson (WTW) and McKesson. I am looking for a challenging and rewarding position where I can put my skills into use.

## • EDUCATION

### DPS VASANT KUNJ, NEW DELHI

2020

XIIth Standard, CBSE Board

### AMBEDKAR UNIVERSITY, NEW DELHI

2020 - May 2023

Bachelor's of Arts, Law & Politics

## • EXPERIENCE

### TALENT ADMINISTRATOR AND COORDINATOR

Cielo

June 2023 - June 2024

- Have interviewed over 2000+ candidates and hired more than 400.
- Worked in CST time and Coordinated with APAC & USA team to deliver best results for the client.
- Sourced and recruited candidates for various positions in the healthcare industry.
- Conducted initial screenings and interviews to assess candidate qualifications and deem them fit for next round.
- Conducted behavioral based interviews and assessments to evaluate candidates as cultural fit.
- Scheduled interviews and managed communication with candidates throughout the hiring process.
- Took part in training for drafting offer letters, processing background checks, and maintaining recruitment documentation.
- Established personal/professional relationship with hiring managers to understand recruiting needs and develop effective recruitment strategies.
- Proven experience with applicant tracking system (ATS) such as paradox, smartrecruiters, dayforce and workday.

## **HUMAN RESOURCE INTERN**

VLEbazaar.in

**2023**

- Assisted in recruitment and selection process, successfully hired over 20+ interns. Streamlined and improved the recruitment process, resulting in faster and more efficient hiring, and attracting top talent to the organization.
- Managed employee data and documentation, kept accurate and up to date employee data including sensitive information. Thus, honing excel and spreadsheet skills.
- Contributed to HR policy making by communicating with employees and listening to recommendations/suggestions, boosted office morale.

## **FUND RAISING VOLUNTEER**

Jankalyan Multipurpose Education Society

**2022**

- Conducted research and analysis of new ways to fundraise through use of knowledge of current political and social trends.
- Implemented plan and policy for the foundation's cause to become more well-known, thus raising financial support and cause.
- Raised over than 10,000 rupees to help feed and educate children living in poverty.
- Conducted market research to gain advantage over other NGOs