

AMIT DWIVEDI

Noida, Uttar Pradesh
dwivediamit830@gmail.com
7238929616
05-10-1999

Objective

Looking for a position in the reputed organization where I can use my inter-personal skills while learning and contributing for the growth of the organization and to work in a globally competitive environment on challenging assignments that shall yield the twin benefits of the job satisfaction and a steady paced professional growth.

Profile Summary

- Resume of Amit Dwivedi who is a M.A. IRPM qualified person having 2.5 Years of experience into Talent Acquisition. Closed more than 200+ positions within 1 year's. Human Resources functionality with core expertise in end to end recruitment.
Hands-on experience in handling complete recruitment life cycle activity which includes requirements gathering, posting requirements in job portals, sourcing potential profiles, conducting interview, interview scheduling, sending interview call letters, document verification, joining formalities & onboarding etc

Experience

- **ISGEC Heavy Engineering Ltd.** **Jan-2023 - Till date**
Consultant-(Talent Acquisition)
 - Directly reporting to the Talent Acquisition head in a diverse EPC organization with multiple business like Industrial Boiler, Power Plant, Refinery, Air pollution control equipments division.
 - Collaborate with HOD's and managers across various divisions to understand their staffing needs and open positions.
 - Collaborate with Talent Acquisition head to align strategies with overall company goals.
 - Utilize various sourcing methods as job boards, social Media, Networking and referrals to identify potential candidates.
 - Conduct initial resume screening and perform in-depth interviews and assessment to evaluate candidates qualification and cultural fit.
 - Coordinate with HOD's and managers to schedule interviews.
 - Offer negotiate and onboarding.
 - Provide regularly reports to the Talent Acquisition head on recruitment metrics.
 - Worked for multiples of EPC Engineering requirements like- Civil structural design engineer, Mechanical & piping design engineer, Project Management, Project Planning, Commissioning Engineer, Electrical design engineer, Construction and site engineer, Sales & Marketing, process and proposals etc.
- **Pyramid Consulting, Inc** **Aug-2022 - Jan-2023**
Executive Resourcing
 - Sourcing, Shortlisting candidates from job board.
 - Coordinating with client & hiring managers for JD clarification.
 - Interviewing candidates and scheduling interview for further discussion.
 - Follow up with the Clients on a daily basis to know the interview feedback /status.
 - Constant follow-up with the candidates until on-board.
 - Maintaining a database of candidates for future reference through Internet sourcing & referrals.
 - Worked for the client's like- Robert Bosch, IBM, Infosys, Concentrix etc.
 - Worked on multiples of requirements like- Full stack Developer, JAVA, SAP, .Net, Oracle Consultant.

- **Supro Consulting**

July-2021 - Aug-2022

Human Resources Executive

- Sourcing Candidates through Job portals (Naukri.com, Monster, LinkedIn, Times Job, Shine).
- Shortlisting right candidates with experience and skills set and make sure that it should with the requirements of the Job.
- Interviewing candidates for the first level of screening and taking basic details.
- Forwarding relevant candidate profile with tracker to the Client.

Education

- **Mahatma Gandhi Kashi Vidyapith University, Varanasi** **2019-2021**
M.A. I.R.P.M. (Master of Art's in Industrial Relations and Personnel Management)
- **Mahatma Gandhi Kashi Vidyapith University, Varanasi** **2016-2019**
B.com

Skills

- Microsoft office, Operating system

Sourcing, Screening, Shortlisting, Interviewing, Onboarding, Vendor management

Volunteering

- Certificate of Volunteer in national seminar on Gender Equality.

Certificate of Volunteer in National Seminar on film festival on Men against Violence & Abuses (MAVA) named as SHAMBHA