



Key skills

- HR Operations
- Talent Acquisition
- Human Resource Management
- Management
- HR Generalist Activities
- HR operations Generalist



Personal Information

City **New Delhi**

Country **INDIA**



Languages

- ENGLISH
- Hindi

Manish kumar

HR Executive and Talent Acquisition



2 Years 0 Month



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Profile Summary

Highly motivated, detail oriented and successful business services professional with committed focus for realizing business goals through interdepartmental collaboration, persuasion skills and effective systemizing of procedures. A dedicated professional who thrives in a challenging, fast-paced environment where execution and results matter to deliver superior client delivery. Currently Working as Technical Resource Executive at Bhavyansh infotech Pvt Ltd & Open for working as a Human Resource Profile



Education

Master in Business Mangament, 2023

Dayalbagh Educational Institute, Agra

B.Com, 2020

Dr.Bhim Rao Ambedkar
University

12th, 2017

CBSE, English

10th, 2015

CBSE, English



Work Experience

Jan 2024 - Present

HR Executive and Talent Acquisition
Skets Studio

Roles and Responsibilities:

*Initial Screening of Resumes and preliminary level interview with the candidates.

*Adhering to compliances and parameters set by process.

*Scheduling the candidates for the final round interview with the Department Head and Managers.

*Maintaining Database of Resumes.

*Negotiate on Salary aspects and close the position.

*Maintaining all recruitment related details and Credentials of each candidate sourced and Interviewed (Source / Status / Current or Previous job Details.)

*Searching resumes against different requirements, checking them against different specifications set by internal recruitment team such as skill set, salary range, relocation, work authorization. Employee Counselling, Induction & orientation.

*Specialties: All HR related activities including Recruitment, Training & Development, Induction & orientation etc.

Jun 2023 - Dec 2023

Talent Acquisition Executive

Bhavyansh infotech Pvt Ltd

Sources suitable candidates through various sourcing channels Drafts and sends out recruiting emails to potential candidates Has knowledge of how to use the various sourcing channels Also Knows how to use sourcing tools and technology I am able to reach out to different types of candidates and to engage with them Also able to build and maintain a talent pool that can meet the company's future hiring needs. Keeps track of pre-defined sourcing metrics and reports on them Follows up on employee referrals. I do have experience of end to end recruitment process. Worked on IT/Non IT/Contractual and bulk hirings. Having experience of working with different top MNC's. Well versed knowledge of technical profiles such as Nodejs, Salesforce, Reactjs, SAP BW, Power Bi Developer, SAP Success Factor, Time Management, Adobe Experience Manager , Customer support Executive, Business Development manager, Business Development Executive, etc



Internship

3 Months

HR Executive

Prepca eduserv pvt ltd

- Assisted in conducting initial screenings of over 100 job applicants, resulting in a 20% increase in qualified candidate selection

- Implemented a new employee onboarding process, reducing onboarding time by 15% and improving new hire satisfaction

- Created and maintained a database of employee performance evaluations, streamlining the review process and increasing efficiency

8 Months

Background Verification Specialist

Absolute People Screen Private Limited

Brief Summary of Job Responsibilities:

Attaining verifications according to the predefined quality standards, service level and productivity targets on assigned cases.

- Obtaining verifications on Education Checks, Employment History Checks, Performance Feedback Checks, Reference / Cross Reference Checks, Criminal Record Checks, Drug Test, Identity Checks, Address Checks, etc.

- Conducting Ex-Employee Surveys.

Analyzing Employment Gaps and conducting Resume Checks

- Analyzing verifications received and quality check as per internal parameter.

Updating ACSP by the minute on all checks / cases.

- Achieving a low turnaround time for completing checks across all categories.

- Creating and maintaining healthy relationships with verification source contacts



Projects

1034 Days

Waste to interior Products

Business Model Project (Dissertation Projects) Associated with Dayalbagh Educational Institute, Agra. Project is related to making of interior (decorative) products through domestic waste and establishing business model. Learning-

