

Sumit Dixit

(Human Resource)



7055054562



Dixitsumit548@gmail.com



Keshav Puram, New Delhi

CAREER OBJECTIVE:

As an experienced HR professional, I would like to utilize my earlier experience and knowledge in the HR field by contributing to the progress and advancement of the firm, I would be putting the best use of my knowledge and experience while making important decisions related to the company and for the people associated with it.

ORGANIZATION EXPERIENCE:

MAKKPRESS Technologies Pvt Ltd as HR- Talent acquisition (From Nov'22 to Present)

- Solely responsible for ensuring end-to-end recruitment processes, HR processes and operations
- Conducted onboarding and exit formalities, including orientation, joining formalities, and exit interviews Managed.
- Generated offer letters and facilitated the issuance of essential employment documentation to employees.
- Oversaw various administrative responsibilities, encompassing inventory management of stationery, medical supplies, and company assets.
- Reviewing performance by weekly test or activity of candidates to Maintain and Update HR (PMS) Databases.
- Managed employee attendance tracking and database maintenance.
- Directed documentation processes and conducted background verifications.
- Acted as a liaison between employees and employers.
- Addressed employee grievances and took disciplinary actions.

CREDENT Team Pvt Ltd as IT Recruiter (From May'22 to Nov'22)

- Managed end-to-end recruitment for IT profiles, maintaining a pipeline of candidates.
- Specialized in hiring for lower and mid-level positions as per client requirements.

- Coordination and follow up with the client and the domain person and schedule the interview.
- Coordinated with SPOC to understand requirements and provide optimal recruitment solutions.
- Maintained an accurate and up-to-date candidate database for producing reports and analyses of recruitment activity.
- Coordinated candidates to ensure all required documents for onboarding and then uploaded it over the JIO career portal.

RTS Manpower Pvt. Ltd as HR Recruiter (From June'21 to May 22)

- Planned and sourced candidates through the Naukri portal and LinkedIn for in-house recruitment requirements.
- Conducted initial telephonic and face-to-face interviews of candidates.
- Coordinated and followed up with candidates regarding interview schedules.
- Conducted background verification of selected candidates by contacting references, previous company HR, and reporting managers by company criteria.
- Handled operational duties, including documentation formalities for candidates (ID creation, offer letter generation, background verification, etc.).
- Managed administrative tasks such as checking stationary requirements, vendor management, and maintaining records of travel reimbursements and employee attendance.

COMPETENCIES

- ❖ Recruitment and Talent Acquisition
- ❖ Lateral hiring
- ❖ Onboarding and Offboarding
- ❖ Computer literate
- ❖ Documentation and Background Verification
- ❖ Employee Relations and Engagement
- ❖ Employee database management
- ❖ Salary negotiation and Offer rollout
- ❖ Crafting comprehensive job posters and JDs
- ❖ Attendance Management
- ❖ PMS

EDUCATIONAL DETAILS

- ❖ Master of Management Studies in Human Resources & Marketing Abdul Kalam Technical University, Agra
- ❖ Bachelor's Degree in Computer Application Dr. Bhim Rao Ambedkar University, Agra
- ❖ Higher Secondary Certificate (H.S.C) Milton Public High School
- ❖ Secondary School Certificate (SSC) Milton Public High School

Technical Skills

- ❖ Proficient in Microsoft Office Suite: Excel, Word, PowerPoint
- ❖ Advanced Excel Skills: PivotTables, VLOOKUP, and chart creation

Working knowledge on:

- ❖ Naukri.com
- ❖ LinkedIn
- ❖ Indeed
- ❖ Canva
- ❖ HRM (KEKA)

ADDITIONAL INFORMATION

- ❖ DOB: 28/02/1996
- ❖ Marital Status: Unmarried
- ❖ Language: Hindi & English
- ❖ Permanent Address: Shah Ganj, Agra, UP-282010