



Rajat Choudhary

Saharanpur

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Objective

- To secure a responsible career opportunity in a reputable organization where I can utilize my training and skills, while making a significant contribution to the success of the company.

Experience

- **IDS Infotech Ltd (Noida)** Jan 2023 - Aug 2024
Talent Acquisition Executive
 - Managing end-to-end recruitment life cycle across all levels for IT & Non-IT
 - IT – Full Stack Developer, Senior Java Developer, Data Science, Frontend Developer, Automation Engineer, Cloud Sales & Senior Software Engineer.
 - Non-IT - HR Executive, Administration, Senior Manager Finance & Account, Apple System Engineer, Key Account Manager, Business Developer Manager & Project Coordinator.
 - Campus Hiring-conducting physical and virtual recruitment drives across India for hiring Medical Scribes.
 - Performing sourcing, shortlisting of profiles as per the requirements; negotiating on salaries and finalizing as per the offer.
 - Sourcing Medical Scribe through different training partners; Clinic Launch, Transorze, Luminous etc.
 - Determining applicant qualifications by interviewing; analyzing responses, verifying references, comparing qualification to job requirements.
 - Managing the recruitment process and the overall utilization of HR recruiters, implementing recruitment innovations; resolving all issues evolved during hiring job vacancies.
 - Build and maintain good relationships with universities and other educational institutions to promote employer branding.
- **Hiyamee Pvt Ltd (Noida)** Dec 2021 - Nov 2022
IT Recruiter
 - Responsible for Handling Bulk IT Requirements from Pan India Based clients.
 - Responsible for full cycle recruiting, interview, Offer, Negotiation and closed candidates for assigned requisitions.
 - Screening Applications for competencies with the Requirements.
 - Liaison with the potential candidates: Checking their interest level, salary & notice period details, sharing the profiles details, JD.
 - Arranging telephone, Videos, or In-person Interviews.
 - Presenting the resumes to the most suitable candidates to the client.
 - Keeping track of all applicants as well as keeping applicants informed on the application process.
 - Worked on Various Skills like java developer, Python developer, java FSD, IOS, Android etc.
 - Working with many of the clients Like TCS, Accenture, Sunlife, Tata Power and Wipro RPO.
 - Having Experience on Handling Bulk Event Hiring As well.
- **Powergrid Corporation of India Limited (Gurugram)** Oct 2020 - Sep-2021
HR Executive
 - Manage the full recruitment cycle, from job posting to hiring.
 - Facilitate onboarding and orientation for new employees.
 - Maintain and update employee records and documentation.

- Address employee queries and grievances, providing solution as needed.
- Organize employee engagement activities and support employee development.
- Maintain compliance with labor laws and regulations.
- Assisted in conduction of interviews of the shortlisted candidates who got shortlisted mainly through competitive exams like NET & GATE.
- Assisted in conduction of GD, and PI.

Education

- **Galgotias University** 2020
MBA
- **Shobhit University** 2018
B.com Honours

Skills

- Recruitment and onboarding • Adaptable and flexible • Strong work Ethics • Motivation and Leadership skills
- Ability to work in a team as well as an individual.

Reference

- **Gursharan Kaur - IDS Infotech Ltd**
Asst-Manager
Gkaur.better@gmail.com