

Vikram Tomar

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CAREER OBJECTIVE

To have an enriched and fulfilling career with a leading corporate having Hi-tech environment and working alongside a group of dedicated professionals which will enable me to gain extensive knowledge in technical fields

EDUCATIONAL QUALIFICATIONS:

EDUCATION

M.B.A(HR & Operations)	Dr. APJ Abdul Kalam Technical University, Lucknow (2020-2022)
B.Tech (CSE)	Dr. APJ Abdul Kalam Technical University, Lucknow (2014-2018)
Senior Secondary (CBSE)	D.A.V Inter College (U.P Board), MUZAFFARNAGAR. 2012-2014.
Higher Secondary (CBSE)	GREEN FIELD MODERN HIGH SCHOOL. (U.P Board), MUZAFFARNAGAR), 2010-2012.

Strengths:

- Innovative and creative thinker.
- Strong communication skills and ability to correspond clearly and concisely at all levels
- Ability to work under pressure and meet deadlines
- Integrity and discipline in reporting and communications with customers.
- Effective communication, inter-personal & Negotiation skills for leading/dealing people in a Multicultural environment.
- Positive Attitude: Creating a positive work environment.
- Learning agility: Quick learner
- Goal oriented: Results achiever, Meeting deadlines.

Summary:

- Recruitment Planning & Execution / Manpower Planning and budgeting
- Competency based hiring
- Sales and Non Sales Hiring -Bulk Hiring
- Vendor Management / Operation Management
- Recruitment -PAN India
- Generalist HR – Joining & Induction / Probation Assessment.
- Vendor Negotiations
- Third Party Negotiations
- Manpower Budgeting
- Digital HR Implementations
- Background Verification
- Training to Plant on Recruitment Process
- On Boarding Process.

CAREER PATH

DS Group(Dharampal Satyapal Group)	HR Executive	Dec22	Apr2023
Everest Industries Ltd, Noida(On Payroll of Parishram.)	HR Executive – Operations & Corporate	Nov'2019	Mar 2021
SAPster IT. Co. INDIA PVT.LTD.	HR-Coordinator	September2018	June 2019

Key Responsibilities -

- Managing the complete recruitment life-cycle- sourcing the best talent from diverse sources after identification of manpower requirement.
- Campus Hiring.
- Planning human resource requirements -consultation with the Heads of different functional & operational areas and conducting selection interview's of candidates.
- Salary negotiation and Confirming Date of Joining.
- Designing job advertisements for web recruitment and screening response against key job requirements, developing specific interview question papers and assessment forms.
- Coordinating for their final evaluation and processing their confirmation upon successful completion of the orientation.
- Maintaining the track of interview travel expenses incurred by the candidates turning up for interview from distant locations.
- Conducting joining induction in HO.
- Welcome of new Joinees.
- Joining documentations.
- Policy briefing & other activities related to joining.
- Introducing to different department and their respective HOD.
- Raising Invoices to the clients after successfully joining of the candidate at the client side.
- End to End follow up with multiple clients.
- Administrative activities.
- Daily reports for clients and daily recruitment.
- Assists with recruitment and interview process. Find status of candidates and responds with follow-up letters at the end of the recruiting process.
- Makes photocopies; mails, scans and emails documents; and performs other clerical functions.
- Submits online investigation requests and assists with new-employee background checks.
- Assists with processing of terminations.
- Files documents into appropriate employee files.

IT Skills

- Office Automation, Internet and windows operating system, Excel, Power Point Presentation.

Reference: References available upon request

I hereby declare that all the information stated above is true to best of my knowledge and belief. I take the responsibility of any mistakes in data if occur in future.

Date:

Place: Noida

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