

PERSONAL INFORMATION

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CARRER OBJECTIVE

Seeking a position in the organization that provides me ample opportunity to explore & excel in the field of HR - Recruitment and Service Industry while carving out the niche for personal, professional as well as organizational goals.

PROFESSIONAL SUMMARY

- MBA Human Resource Professionally working overall 2+ years of experience in Domestic IT Recruitment (Product & Service based companies) Responsible for End-End Recruitment lifecycle & Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong recruitment skills and ability to work independently.

SKILLS

- Full cycle Hiring Process.
- Candidate Sourcing/ Screening.
- Interview and Assess Candidates.
- Posting Job Opportunities.
- Applicant tracking System.
- Interview scheduling & Co Ordination
- Pre-Onboarding Connects
- BGV Documents checks.
- Offer Generation through ATS
- Onboarding & Induction
- Microsoft Excel, Word, PowerPoint
- Vendors Management
- Stakeholder Management
- Candidate Engagement
- Head Hunting

TOOLS

- TURBOHIRE
- PEOPLESTRONG

AWARDS & ACHIVEMENTS

SheCodes Champion from Accolite Digital
Champion Recruiter from Accolite Digital
Extra Miler Award (Q2, 2024) from Accolite Digital

EXTRA – CURRICULAR ACTIVITIES

NSSVOLUNTEER – NATIONAL SERVICE SCHEME
At Banasthali University for 2 years

LANGUAGES

English (Native & Bilingual Proficiency, Hindi (Native & Bilingual Proficiency)

JAINISH JAIN

EXPERIENCE

Accolite Digital Pvt. Ltd. | Gurugram

IT Recruiter

Mar'22 – Current

HR Intern

Nov'21 – Mar' 22

- Examine and comprehend technical job requirements **before sourcing, screening, and evaluating** applicants in accordance with a job description.
- Provide an efficient and high-touch experience for every candidate from application stage to offer, evaluating skill level, driving the interview process. Build talent pipelines, build referral generation, and targeted sourcing campaigns.
- Management of complete **IT Recruitment cycle** (sourcing, screening, scheduling interviews through ATS, BGV document validation, offer generation, pre joining connects, and sharing joining formalities with onboarding team).
- Responsible for hiring candidates on junior level, Middle-level and Senior level for IT. Domains worked on – **Media & Telecom, Insurance, BFSI**
- Presenting candidates, sourcing information, and additional data to recruiters and hiring managers. Scheduling candidate interviews working with hiring managers and their administrative assistants.
- Maintaining constant **communication with stakeholders** to determine the effectiveness of recruiting plans and implementation and for completing recruitment processes, also scheduling interviews with clients after internal round.
- Co-ordinating with the panels and vendors, **weekend drives** are also being organized.
- Maintained Daily, Weekly, Monthly Report's and ATS in **Excel tracker**.
- Job Boards used like **Hirist, LinkedIn Recruiter, IIM Jobs, Naukri, Instahyre, internal database, and references**.
- Gathering documentation from new recruits for the onboarding process.
- Preparing offer letters for new joiners through ATS. Doing candidate engagement calls with new joiners.
- POC of **Referral and She Codes Campaigns**. (Diversity Hiring)
- Hired candidates for **Sri Lanka (Colombo)**

Requirements – Backend, Frontend, Devops, Cloud, Data Analytics, DE, Testing, Databases, Fullstack Cypress, AEM, AEMUI, Python, QlikSense, System Integration, Service now, Salesforce, Salesforce Service cloud, Vloctiy, Business Analyst, Solution designer, Solution Architect, Product Owner, Domain Consulting, Data Migration, Flutter etc

Mount Talent Consulting Pvt Ltd | Noida

June'21- Oct'21

HR Intern – Full Time

- Cold Calling, filtering, and scheduling relevant profiles. Finding interested candidates with fitment after checking the duplicity.
- Uploading CVs on Accenture portal, Creating Candidate ID no., following up with candidates, reviewing candidate progress on the portal, maintaining all the formalities of candidates such as CEF (Candidates employment form).
- Identifying the potential candidates through various **Job Boards like Hirist, IIM Jobs, Naukri, Instahyre, and LinkedIn Jobs**. Hiring is done at all levels, **from entry to higher**.
- Analyzing the various requirements in terms of the candidate's skill set, timelines, salary range, and notice period, among other things
- Organizing telephonic, face to face and video conference interviews for weekend recruiting campaigns. Assist with interview scheduling and coordination with applicants and hiring managers.

Clients handled: Accenture (Capability Network -Strategy & Consulting), Honda, Fractal Analytics.

AVE-Promagne Business Solutions | Chennai Mar'21- June'21
HR Intern – Full Time

- Calling up prospective candidates for job pitches.
- Experience with job boards such as Instahyre, Naukri, Hirst, and iimjobs.
- Supporting clients in terms of assignment and interview process along with scheduling the interviews.
- Generated a pipeline of passive/active candidates suitable for hire.
- Handling all the aspects of recruitment from sourcing the candidates till the candidate joins the organization.

Clients handled: Signzy, parkplus, wysa, credflow, multiplier, Mpower, spinny, myscoot, quantapp, Ganit, Bright money, Sugar box, MoEVing, novigo solutions, Automata PI, InnerHour, Unifynd, purple, Dotpe, Toothsi, Trademo.

EDUCATION

- MBA (Full-Time) - HR & Marketing from Banasthali University, 2022
- Bachelors in Science from Banasthali University, 2020
- Higher Secondary (XII), CBSE, 2017
- High School (X), CBSE, 2015