



JAIT KUMAR

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Summary

Methodical and well-coordinated administrative professional well-versed in recruitment strategies. Comfortable multitasking in fast-paced, deadline-driven environments. Proficient in organizing schedules and paperwork.

Skills

- Recruitment
- Administration
- Documentation
- Performance Management
- HRMS Portal (Keka)
- Interview Portal (interview.io)
- Google Suites
- Hiring and Retention Strategies
- Client Relationship Management
- Vendor Management
- IT Recruitment Trends
- Client Relations
- Resume Screening
- Records Management
- Onboarding
- Job Description Creation
- Talent Acquisition
- Microsoft Office including Word, Excel, Power Point.
- Resume Screening
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- Job Description Creation
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- Microsoft Office including Word, Excel, Power Point.
- Team Management
- Talent management
- Salary Negotiation
- Strategic Sourcing
- Employment Verification

Experience

Impetus Career Consultants |
Gurgaon

Team Lead- Recruitment

12/2023 - Current

- Delegated daily tasks to team members to optimize group productivity.
- Monitored team progress and enforced deadlines.
- Collaborated with management team to implement new work procedures or policies.
- Conducted thorough quality checks to verify conformance to specifications.
- Recruited and interviewed highly qualified candidates to fill vacancies.
- Reviewed resumes and cover letters from applicants before forwarding them to employers.
- Negotiated employment contracts with hired executives on behalf of clients.
- Sourced and screened potential candidates for open positions.

Buzz Sports Entertainment Pvt. Ltd. |
Gurgaon, India

Technical IT Recruiter

10/2022 - 11/2023

- Used job boards, internet tools and career fairs to source both passive and active candidates.
- Established HR metrics and analytics to track and improve key HR KPIs, providing data-driven insights for more strategic decision-making.
- Screened resumes and conducted pre-screen interviews and preliminary technical assessments of candidates.
- Maintained database of established ongoing outreach efforts for qualified IT candidates to provide proactive approach to recruiting needs.

- Worked on HRMS portal (KEKA) and interview portal (intervue.io).
- Enhanced the onboarding process, resulting in a 25% reduction in the time it takes for new hires to become fully productive.
- Helped with recruitment by posting job openings, screening resumes and scheduling interviews.

Redian Software | Noida, India
HR Intern
08/2022 - 10/2022

Education and Training

Raj Kumar Goel Institute of Management | Ghaziabad
MBA in Human Resources Management, Information Technology
06/2023

Mangalmay Institute of Technology And Management | Greater Noida
Bachelor of Technology in Computer Science And Programming
06/2021

Accomplishments

- Consistently maintained high customer satisfaction ratings.
- Recruited more than 35 employees in less than 6 months.
- Performance Management Enhancement.
- Streamlined Recruitment Process.

Certifications

- Advance Excel certification
- Digital Marketing Certification
- Python certification
- C certification.