

# MUDIT BAJAJ

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HR and Talent Acquisition professional with 2+ years of experience in full-cycle recruiting, sourcing, talent management. Proven track record of successfully filling positions in IT and Non-IT profiles.

Skilled in building and maintaining relationships with candidates and hiring managers, and using social media, job boards and various other tools and techniques to attract top talent.

## EXPERIENCE

**APRIL 2023 – PRESENT**

**SR. HUMAN RESOURCE ASSOCIATE**, BIZCRUM INFOTECH PVT. LTD. [BIJNIS]

- Collaborating with the founder and hiring managers to understand hiring needs, create job descriptions and conduct interviews.
- Lead the recruitment process, which includes interviewing candidates, coordinating with hiring managers, and negotiating job offers.
- Managing the employer brand by promoting the company's culture and values, ensuring that the recruitment process is aligned with the company's values, and maintaining a positive reputation in the market.
- Analyze recruitment data and provide reports to the leadership team on recruitment metrics, including time-to-hire and retention rates.
- Vendor management and to handle end to end bulk hiring. Ensure availability of the desired head count at the facility as per requirement.
- Managed a team of 3 recruiters, providing coaching and support to help them achieve their goals and ensure the recruitment process is consistent and effective.
- Actively involved in lead generation from platforms like LinkedIn, IIM Jobs, Naukri.com, etc.

**NOVEMBER 2021 – MARCH 2023**

**HUMAN RESOURCE EXECUTIVE**, BIZCRUM INFOTECH PVT. LTD. [BIJNIS]

- Conduct full-cycle recruiting for various positions, including sourcing candidates, screening resumes, conducting interviews, negotiating offers till onboarding.
- Maintained accurate records in the applicant tracking system and provided regular reports to management
- Utilize various recruitment tools, including social media, job boards, and employee referrals, to attract top talent.

### INTERNSHIPS:

- ACE INTEGRATED SOLUTIONS LTD. (6 MONTHS) As **HR INTERN**.
- FUTURE RETAIL LTD. (2 MONTHS) As **HR INTERN**.

## EDUCATION

JAIPURIA INTITUTE OF MANAGEMENT /**MBA (HR)**  
(2020-2022), UTTAR PRADESH

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY / **BBA**  
(2017-2020), NEW DELHI

CBSE / **SENIOR SECONDARY**  
(2016-2017), NEW DELHI

## SKILLS

- Employee Relations & Culture Building
- Technical & Product hiring
- Leadership and teamwork skills
- Talent Partnering
- Volume Hiring
- Campus Hiring
- Vendor Management
- Niche Skills Hiring

## ACTIVITIES & CERTIFICATIONS

- Supervise and coordinate Conference on **Demonetization and its Effect.**
- Done **“O” Level** Course from DICS Delhi.
- Done **Advance Excel** from the Microsoft.
- Done **“HR ANALYTICS”** course from UDEMY.