

Curriculum Vitae

Abhilash

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Senior Executive HR

PROFILE

Dynamic and versatile professional with a unique blend of expertise in Human Resources and Electrical Engineering. With significant experience in end-to-end recruitment, onboarding, offer generation, and client handling, I have excelled in roles at leading companies such as Shubham Goldiee Masale Pvt. Ltd., Jobixo Pvt. Ltd., Natminds Services Pvt. Ltd., and Dalmia Bharat Sugar & Industries Limited. My HR skills include strategic planning, operational management, and adept use of job portals like LinkedIn and Naukri for effective talent acquisition.

In addition to my HR acumen, I bring robust technical skills from my background in Electrical Engineering, having successfully managed projects involving the erection and commissioning of transformers, VFD operations, and pre-commissioning tests. My technical expertise is complemented by training in SAP Material Management Implementation, which includes enterprise structure, vendor management, and procurement processes.

Holding an MBA in HRM & Finance and a B.Tech in Electrical & Electronics Engineering from AKTU, I am a results-oriented professional known for my ability to learn new concepts quickly and execute them efficiently. I am now seeking opportunities to leverage my combined skills in HR and Electrical Engineering to drive organizational growth and success.

EXPERTISE

- ◆ End-to-End Recruitment
- ◆ Sourcing & Screening
- ◆ Head Hunting
- ◆ JD preparation
- ◆ Job Posting & Mass Mailing
- ◆ Interviewing Skills
- ◆ Corporate HR
- ◆ Joining Formalities
- ◆ Salary Negotiations
- ◆ Onboarding & Offboarding
- ◆ Documentation & Compliance
- ◆ Offer Generation
- ◆ HR Operations
- ◆ Strategic HR Initiatives
- ◆ Induction
- ◆ Database Management
- ◆ Background Verification (BGV)
- ◆ Employee Engagement
- ◆ File Management
- ◆ Team Collaboration
- ◆ Policy Drafting and Implementation

PROFESSIONAL EXPERIENCE

Shubham Goldiee Masale Pvt. Ltd., Kanpur, UP
Sr. Executive- HR

MAR 2024 to till now

Roles & Responsibilities:

I am handling entire Recruitment Life Cycle- for all sales & non-sales requirements right from working on job portals like Naukri.com & LinkedIn, posting job requisitions, screening profiles, evaluating, short listing candidates and submission of profiles direct with the HR head and department managers, offer generation, joining formalities.

- Managing day-to-day recruiting activities involving internal and external job posting, resume screening, interview scheduling and candidate interviews and share feedback with the hiring manager
- Assisting in the employee onboarding/offboarding process
- Handle all administrative tasks for onboarding, new hire orientation, and exit interviews
- Develops, facilitates, and implements all phases of the recruitment process
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria
- Initiating background and reference checks of new employees
- Orient new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Preparing new employee files and records
- Maintaining HR files and databases
- Performing file audits to ensure that all required employee documentation is collected and maintained as per compliance
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contributes to the development of policies
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Assists with the interview process, attending and conducting interviews with managers, HR Head and directors.
- Maintain database of all sourced, interviewed and joined candidates and share with HR head & directors
- Handling end-to-end recruitment process and background verification (BGV) through third party
- Prepare Area-Matrix with the help of sales team for Modern Trade (MT) division
- Gather and process paperwork, like contracts and non-disclosure agreements
- Participated in DGR ESM Job Fair for Defence Ex- Servicemen in Army Cantonment Area as a representative of Goldiee Group

Position closed:

- GM- Plant Management- Goldiee Group, Sr. Manager- Security & Admin, Sr. Manager- Factory Operations- Spice, Plant Head- Noodles, Senior QC/ R&D Manager- Spices
- IT Head, Graphic Designer, Account Executive, Sr. Executive- IT (DMS Support), Sr. Executive- Marketing, EA to Director, Purchase Executive
- Sales Promoters, Sales Officer, Merchandiser, ASM/ Sr. ASM for MT (Modern Trade) division
- Production Supervisor, Executive- Warehouse & SCM for Detergent Plant, Electrician, Assistant Electrician, Maintenance- Helper
- Manager- Legal & Compliance, Packaging Manager
- L&D- PMS (Sales), L&D (Non-Sales or Plant) (working)

Industry worked for:

Shubham Goldiee Masale Pvt. Ltd. (in-house), (Spice-Food processing industry), (Detergent- Homecare industry)

Jobixo Private Limited, Gurgaon, HR

OCT 2022 to FEB 2024

Sr. HR Recruiter

Roles & Responsibilities:

➤ **Recruitment Lifecycle Management**

- Managed end-to-end recruitment for IT and Non-IT roles, including sourcing, screening, shortlisting, and finalizing candidates.
- Utilized job portals like Naukri, LinkedIn, and Indeed for talent acquisition.

- Coordinated with clients to understand hiring needs and delivered suitable profiles for open positions.
 - Conducted interviews, evaluated candidates, and facilitated smooth onboarding processes.
- **Database and Documentation**
- Maintained a comprehensive database of candidates, including sourced, interviewed, and placed individuals.
 - Ensured proper documentation during onboarding and post-placement follow-ups.
- **Client Coordination**
- Managed client relationships by providing regular updates on hiring progress and resolving queries efficiently.
 - Followed up with selected candidates to confirm joining dates and communicated updates to clients.

Position worked for:

- Assistant Engineer/ Junior Engineer - Production, Quality, Maintenance, R&D, Embedded Engineer, Procurement Manager.
- Assistant Manager- Production, Quality. Executive- Purchase, Sales, Warehouse, Accountant.
- Data Analyst, Fraud Analyst, Program Manager, Inter CA.
- Factory HR, HR- Payroll, Compensation, L&D, Operation, Talent Acquisition.
- ASM, BDM, Operations Manager, etc.

Industry worked for:

EMS Industry, Automobile Industry, Financial Services, Home Appliances, Insurance, Logistics, IT Services, IT Waste Management, Appliances, Electrical, and Electronics Manufacturing, etc.

Natminds Services Pvt. Ltd., Gurgaon, HR
HR Recruiter Technical

JUL 2021 to SEP 2022

Roles & Responsibilities:

- **Recruitment and Talent Acquisition**
- Managed the entire recruitment lifecycle for IT and Non-IT roles, from job posting to offer generation and onboarding.
 - Sourced candidates using job portals like Naukri, LinkedIn, and Indeed, as well as internal databases and referrals.
 - Screened, evaluated, and shortlisted candidates to align with client requirements.
 - Conducted interviews and ensured proper documentation during the hiring process.
- **Client Coordination**
- Collaborated with clients to understand job descriptions and hiring needs.
 - Provided regular updates to clients on recruitment progress and managed candidate follow-ups, including joining date confirmations.
- **Database Management**
- Maintained and updated a database of sourced, interviewed, and hired candidates for reference and compliance.

Position worked for:

UI/ UX Designer, Backend Developer Java, QA Tester (Manual & Automation), QA Lead (Manual & Automation), Backend Developer Python, etc.

Industry worked for:

Ed-Tech, EV Industry, IOT Service Provider, Fin-Tech, etc.

Graduate Engineer Trainee (Electrical)

Roles & Responsibilities:

- Participated in sugar plant capacity expansion project in electrical department.
- Successfully led the Erection & Commissioning of 2.5MVA & 3.15MVA Distribution Transformers.
- Expertly selected cable size, bus-bar size, and circuit-breaker to ensure optimal performance.
- Proficiently operated motors using VFDs and Star-Delta starters, enhancing system efficiency.
- Conducted thorough pre-commissioning tests on transformers, including Insulation Resistance Test, Voltage Ratio Test, Continuity Test, Measurement of Winding Resistance Test, Magnetization Test, Magnetic Balance, Test, and Oil BDV Test (resulting in 50KV).
- Performed various other crucial tests, such as OTI, WTI, PRV, OLTC Oil Surge, Buchholz Relay, and Magnetic Oil Level Gauge checks to validate alarm and trip functions.
- Collaborated closely with Vendor Company's Engineers & Supervisors, ensuring seamless project progress in the electrical department.
- Provided daily project reporting to the Head Office in New Delhi, maintaining transparent communication

TRAINING

- Trained in SAP Material Management Implementation. **Software Used- SAP ECC 6.0**

EDUCATION

- ♦ **MBA (HR and Finance)**, Dr. APJ Abdul Kalam Technical University, Lucknow, 2022 with 74% (Pass with honour)
- ♦ **B.Tech (Electrical & Electronics Engineering)**, Dr. APJ Abdul Kalam Technical University, Lucknow, 2015 with 72.62%
- ♦ **10+2 in PCM** from UP Board, 2010 with 70%
- ♦ **10th in science stream** from UP Board, 2008 with 54.83%

IT SKILLS

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|-----------------|-------------------------|----------------|
| ♦ MS Word | ♦ SAP MM Implementation | ♦ Google Sheet |
| ♦ MS Excel | ♦ Canva | ♦ Google Forms |
| ♦ MS PowerPoint | ♦ Camtasia | ♦ ChatGPT |
| ♦ Naukri.com | ♦ LinkedIn | ♦ Indeed |

Father Name- Mr. Ram Sajivan Verma

Languages known- Hindi and English

Date of Birth- 13th Dec, 1993

Marital Status- Married

Location- Kanpur

Signature