Abhishek Kumar Jha

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Desire a Human Resource position in an organization to provide insights for effective management of employees and support to human resource by part of and recruitment and selection task, screening resumes and hiring appropriate candidate for job vacancy through effective communication skills, multitasking, and analytical skills to fulfill the human resource operations.

EDUCATION

Patliputra University || Patna   *2019 - 2021*
Master of Business Administration (HR) | Examination Score - 73.83%

MCPRV Bhopal, Bhopal   *2015 - 2018*
Bachelor's in computer applications | Examination Score – 66.24%

WORK EXPERIENCE

Max Life Insurance (Team HR)- HR Executive - North & East India.   *April 2023 - Current*
- Managing the entire end to end recruitment lifecycle for Alternate & Affluent (AXIS Bank) For FLS And Non FLS roles (BFSI).
- Gathering requirements from Stakeholders.
- Responsible for Manpower Planning and maintaining the workforce according to the Project needs.
- Generating candidates pool through Vendors by sharing the requirements. Responsible for Vendors Management.
- Creating and approving requisition by using **SAP SuccessFactors**.
- Taking the HR Discussion of the shortlisted candidates. Responsible for Salary negotiations.
- Collection of Documentation and release of Offer Letter.
- Initiating the Onboarding and giving Induction to the New Joiners
- Attrition Management. Grievance Redressal.

Jobline Consultants- IT & Non-IT Recruiter.   *Nov 2021 - February 2023*
(Associate Talent Acquisition)
- Understand the job requirements and hire the best talent using various recruitment strategies and resources.
- Generate candidates through multiple sources external job boards, internal pool, employee referrals and vendor partners/ agencies.
- Consult with multiple stakeholders, collaborate closely with them to define job requirements, and develop best sourcing strategies.

Clients. EY (Ernst & Young) - Goldman Sachs, Morgan Stanley, FIS, Dell, American Express.

Java Developer – Full Stack Developer/ Frontend Developer/ Backend Developer. /.Net Developer/ PL SQL Developer/DevOps Engineer/Test Engineer C/C++ Developer /Python Developer/ SAP Modules Sales & Distribution, Materials Management, Quality Management,

HRIS HSBC IT/NONIT Recruitment Both. For Positions like. PMO /Project Manager/ Business Analyst/ Java Developer – Full Stack Developer/ Frontend Developer/Backend Developer/ Performance Testing Senior/ MQ Admin/ Java Tech Lead/ API Automation/ QA Junior Senior/ VMware Administrator/ Service Now/ UCMDB. LTI (Larsen &Toubro) Full Stack Developer/ Frontend Developer/ Backend Developer.

Arp Softech Limited Noida. - Management Trainee   *July 2021 - November 2021*
(Associate Talent Acquisition)
- Role: Internal Recruitment, Off page SEO, Google Ads, social media,
- Coordination of applicants, Conduction of job interviews and introduction of fresh staff into their work environment.
- Consult with multiple stakeholders, collaborate closely with them to define job requirements, and develop best sourcing strategies.

- **Clients** Dublin Floristss. Masterman UK Mobile Homes Dan Dooley Car Rental Ireland. Shayan Home Furnishing Ghaziabad UP India

CERTIFICATIONS

1 -**Managing Talent - University of Michigan – Coursera**
https://www.coursera.org/account/accomplishments/verify/BWPGSH9F94JX?utm_source%3Dandroid%26utm_medium%3Dcertificate%26utm_content%3Dcert_image

2 -**Preparing To Manage Human Resource - University of Minnesota – Coursera**
https://www.coursera.org/account/accomplishments/verify/PXAVPVVMJRG2?utm_source%3Dandroid%26utm_medium%3Dcertificate%26utm_content%3Dcert_image%26utm_ca

3 **- Ultimate HR Generalist and Human Resource Management Course – Udemy.**
https://www.udemy.com/certificate/UC-daebdedc-eb70-401a-a9f6-48cd4aa2953e/

SKILLS

Communication Skills & Presentation Skills| Vendor Management | Stakeholder Management| SAP HR| Attrition Management & Non IT Recruitment| Interview Scheduling| Team Management| Sourcing & Screening Candidates |Compensation |Team Player| Onboarding |Bulk Hiring |Talent Acquisition| Excel |Critical Thinking |Problem Solving | Data Management| |Screening Resumes| Recruitment Operations |Talent Sourcing |Data Analysis| Campus Hiring |Interpersonal Skills |Performance Management| SAP Success Factor| Oracle Taleo|