**Amit**

E-mail:- amit.314224@2freemail.com

**Summary:**

* Professional with around 2.8 years of experience.
* Strong knowledge of the industry IT & Non-IT.
* Vast experience in domestic IT Recruitments.
* Ability to solve problems using resources available in an efficient manner.
* Work ethic consists of honesty, dependability, hard work, and professionalism.
* Excellent communication and Recruitment skills both written and verbal.

**Work Experience**

1. **Organization :** Royal Metal & Erections Company LLC, Dubai

**Designation :** Labour Supervisor cum HR Manager

**Duration :** 19th January 2016 to Till Date

**Job Responsibilities:**

* Maintain the Attendance and Payroll.
* Making the Salary, Overtime on monthly basis.
* Handling the Team of 25 Workers.
* Preparing the Daily, Weekly, Monthly reports.
* Preparing the Joining Formalities and Salary discussion.
* Initiated the Working Visa and other formalities.
1. **Organization :** Tech Mahindra Limited, Noida, INDIA

**Designation :** Sourcing Team / Recruitment Executive

**Duration :** 27th January 2014 to 30th December 2015

**Job Responsibilities:**

* Working on middle to senior level positions.
* Responsible for full recruitment cycle right from getting requirement till its closure.
* Supported Weekend drive of various skills.
* Supported campus drives at various institute of north India.

**Some of the job responsibilities as a Recruitment Specialist included-**

* Experience in Entire Recruitment Life Cycle from Sourcing, Screening, Selection, salary Negotiations, pre selection Process
* Sourcing and screening candidates through creative sourcing techniques which Include Self- created database, referral generation, Job portals.
* Coordinating with Delivery Team for requirement gathering, and sharing suitable profiles in given TAT for closing positions
* Preparing Daily, Weekly and Monthly Reports.
* Recruiting candidates on Permanent positions.
* Maintaining systematic database of all candidates.
* Involve in In-house recruitment.

**Technologies**

Java/J2EE, SharePoint, Oracle, Networking, .net, C#, WebLogic Admin, Mainframe, Etc.

**Professional Qualification**

* **PGDM :** From SDCMT, Ghaziabad in 2013
* **Specialization :** Human Resource & Marketing

**Academic Qualification**

* **Graduation :** B.sc with Chemistry Honors in 2011 from Jai Prakash University, Bihar, INDIA

**Other Activities**

* Volunteer and Anchor in Teacher’s Day Celebration in SDGI.
* Volunteer of Alumni Meet Committee and Gown Committee of SDGI.
* Participated in Cultural event of SDGI in College Fest SANKETH-2012.
* Participated in College Sports and Cultural event.
* Won 3rd Prize and Certificate in 200 m race at Block level.

**Personal Details**

**D.O.B**  : 14 December 1989

**Hobbies** : Chatting with Friends, Listening music.

**Language** : English, Hindi, Bhojpuri

**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place:**

**Date:**