**RANJAN**



[**RANJAN.333377@2freemail.com**](mailto:RANJAN.333377@2freemail.com)

**Recruitment Consultant with UK Experience**

**CAREER OBJECTIVE**

Experienced Recruitment Consultant looking for challenging assignments with an established organization where my skills and potentials can be utilized to contribute to the growth of the organization.

**PROFILE**

A dynamic Recruitment Consultant with 2 yrs. of experience in Resourcing and Development, Training, Recruitment and Employee welfare.

Passionate about working with candidates and finding the individual that is ‘tailor made’ for the position.

Proven ability to meet and exceed set targets.

Possessing excellent presentation, verbal communication and organizational skills

Proficient in conducting exit interviews and using the feedback for the overall improvement of work culture

# PROFESSIONAL EXPERIENCE

**November 2014 – March 2016**

**Just Call 4 Care Services Ltd., UK**

**Recruitment Consultant**

**As a Recruitment Consultant, my major responsibilities were**:

• Collaborating with seniors, HR and others as appropriate to develop a strategic talent acquisition plan.

• Finding suitable candidates to fill vacancies and placing adverts in job centres and local press

• Contacting shortlisted candidates and conducting telephone interviews.

• Describing duties, salary and benefits of a particular vacancy.

• Conducting background checks and verifying the references, work experience and academic

qualifications of applicants.

• Screening, testing and assessing candidates.

• Attending job fairs and interacting with graduates and job seekers

• Arranging interviews with shortlisted candidates.

• Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programs and adhering to all policies, procedures and standards within budgetary specification and accuracy of practice.

• Assisting applicants with their interview techniques

• Promote individual professional growth development by meeting requirements for mandatory education and skills competency.

**Feb 2013 – Sept 2014**

**Orridge & Co., UK**

**Stock Taker**

**As a Stock Taker, my major responsibilities were**:

• Receiving, storing and issuing materials, equipment and other items from stockroom, warehouse or storage yard.

• Keeping records and compiling stock reports

• Monitoring and reviewing information from materials, events to detect or assess problems.

**June 2010 – Feb 2011**

**KGISL, India**

**Junior Process Associate**

**As a Junior Process Associate, my major responsibilities were**:

• Attract potential customers by answering product and service questions and suggesting information about other products and services.

• Open customer accounts by recording account information.

• Maintain customer records by updating account information.

• Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; following up to ensure resolution.

**ACADEMIC QUALIFICATIONS**

• University of Wales, UK

MBA International Business Management 2011 – 2012

• Chinmaya Mission College, India

BSc. Computer Science 2005 -2008

**RECRUITMENT SKILLS/PROFESSIONAL SKILLS**

• In-depth knowledge of the recruitment industry.

• Experience of filling both temporary and permanent positions.

• Experienced in daily time planning

• Marketing, positive attitude

• Strong track record of customer and applicant control.

• Experience of social media sourcing.

• Extensive knowledge of how businesses work.

• Excellent interpersonal skills and able to communicate effectively.

• Focused on results and goals orientated.

• Professional, intuitive and analytical in approach to issues and projects.

• Confident and diplomatic when talking to people.

**ACHIEVEMENTS**

* Award for raising funds towards eradicating leprosy for Leprosy Foundation of India
* Award for active participation in raising funds for the poor and destitute in India

**TRAINING**

* HABC Level 2 in Customer service 2013, UK
* HABC Emergency First Aider 2013, UK
* HABC Employability Certificate 2013, UK

**CONFERENCES ATTENDED**

* National Sales Conference, 2015, Coventry, UK
* Critical Management Studies Conference 2013, Manchester, UK
* Skills for future innovation, 2013, Manchester, UK

**COMPUTER LITERACY**

* Administering and troubleshooting Windows
* Ms. Office, Html, Internet
* Hardware & Networking
* MCSA,CCNA, Linux

# OTHER INTERESTS

* Reading
* Playing Basketball
* Swimming
* Watching movies
* Listening to music
* Gardening

**PERSONAL DETAILS**

**Marital Status:** Married

**Nationality:** Indian

**Date of Birth:** 25 September 1986

**Visa status:** Tourist/Visit Visa

**Driving License:** United Kingdom, India

**Languages:** English **–** Excellent reading, writing and speaking, Hindi, Marathi, Polish, Punjabi, Urdu, Malayalam, Tamil

**REFERENCES**

References available on request