Rajat

[Rajat.336545@2freemail.com](mailto:Rajat.336545@2freemail.com) 

**PROFILE & CAREER OBJECTIVE:**

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization's objectives and also attain my career targets in the progress.

Willing to relocate to: Dubai

Professional Experience

**HR recruiter**

Paramount Management HR Solution-(June 2016 - November 2016)

* Design and implement overall recruiting strategy.
* Develop and update job descriptions and job specifications.
* Perform job and task analysis to document job requirements and objectives.
* Prepare and post jobs to appropriate job board/newspapers/colleges etc.
* Source and attract candidates by using databases, social media etc.
* Screen candidates resumes and job applications.
* Conduct interviews using various reliable personnel selection tools/methods to filter candidates within schedule.
* Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes.
* Onboard new employees in order to become fully integrated.
* Monitor and apply hr recruiting best practices.
* Provide analytical and well documented reports to the rest of the team.
* Act as a point of contact and build influential candidate relationships during the selection process.
* Promote company's reputation as "Best place to work".

Technical Recruiter

Rangam Staffing pvt ltd - (November 2015 - May 2016)

* Handling the full cycle of recruitment - source, screen, validate, offer, and close resources for job requirements.
* Responsible for all types IT and Non IT requirements and maintaining all the client's updates.
* .Good experience working on the recruitment process for contract, W2, Corp-Corp etc.
* Ability to handle volume recruiting in a fast paced, (un) structured environment, adhering to strict deadlines with strong sense of urgency, flexibility, and adaptability.
* Understand the junior members as individuals - personality, skills, strengths, needs, aims and fears.
* Assist and support individuals - plans, problems, challenges, highs and lows.
* Identify and agree appropriate individual responsibilities and objectives.
* Give recognition and praise to individuals - acknowledge effort and good work.
* Identify, develop and utilize each individual's capabilities and strengths.

Education & Certifications

**MSc. in Electronics (July 2012 - August 2014)**

Barkatullah University - Bhopal, Madhya Pradesh

**B.Sc. in Electronics (July 2009 - April 2012)**

Barkatullah University - Bhopal, Madhya Pradesh

**Higher secondary School (July 2008 - Arpil 2009)**

Bhopal Academy Higher Secondary School Bhopal - Bhopal, Madhya Pradesh

**High School ( July 2006 - Arpil 2007)**

Bhopal Academy Higher Secondary School Bhopal - Bhopal, Madhya Pradesh

Off Note

**COMPUTER SKILLS**

* MS Office (PowerPoint & Excel)
* Microsoft Works, Outlook

AWARDS AND ACCOMPLISHMENTS/ EXTRA CURRICULAR ACTIVITIES

* Won Basket Ball Tournament on State Level.
* Participated in Basket Ball Tournament on National Level.
* Participated in Kick Boxing Tournament on National Level in Orissa.

Personal Details

Date of Birth **:**  13th March 1993

Gender  **:** Male

Languages Known **:** Hindi and English