**Apurva**

E-mail- [apurva-394575@2freemail.com](mailto:apurva-394575@2freemail.com)

**PROFILE SUMMARY**

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I have been thoroughly involved within the Recruitment Industry for a period of One year Ten Months and I am eager to place myself with the well established firm. Effectively identifies and quickly resolve complex issues, innovative and knowledgeable recruitment professional with extensive experience in full recruitment cycle, from initial sourcing and screening through offer negotiations, placement and on-boarding. Creatively source high-caliber candidates by leveraging recruiting software, social media, cold calling and employee referrals. Believes in integrity, efficiency and exceptional client service.

**Core Knowledge & Skills Areas**

* Talent Assessment & Acquisition.
* Candidate Sourcing & Screening.
* Executive Recruiting.
* High-Volume Staffing.
* Offer Negotiations.
* Placement & On-boarding.
* ATS & Recruiting Software.
* Social Media Recruiting Tools.
* Client Relationship Management.

**PROFESSIONAL EXPERIENCE**

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**Recruiter - Talent Acquisition Jan 2017 - To Nov 2018**

* Responsible for sourcing, interviewing, and hiring all levels of professionals.
* Develop and update job descriptions and job specifications.
* Evaluate potential candidate skills, qualifications, and experience against the requirements of the position.
* Effectively worked in a team structure throughout the entire recruitment cycle.
* Established professional relationships with clients including HR managers, directors, and other personnel.
* Performed tasks outside of recruitment which included assisting management in generating effective recruiting strategies, making sure all files were in compliance within the required standards, as well as updating and implanting new social media ideas.
* Updated and maintained client's personal information.
* Prepare recruitment materials and post jobs to appropriate job portals.
* Source and recruit candidates by using databases.
* Screen candidates resumes and job applications.
* Act as a point of contact and build influential candidate relationships during the selection process.
* Proven work experience as a Recruiter (either an in-house or a staffing agency recruiter).
* Hands on experience with various selection processes (phone interviewing, reference check etc).
* Excellent communication and interpersonal skills.
* Strong decision-making skills.
* Advertising, sourcing and attracting candidates by using different recruitment sites.
* Conducting interviews of shortlisted candidates with the relevant Department Head(s) where there is vacancy.
* To arrange the final interview which shall be done by the HRM and the Managing Director.
* Prepare the offer letter and seek the approval of HRM and the Managing Director.
* Prepare on-boarding documents as per the “Employee Induction Documentation”.
* Coordinate with the necessary Departments prior to the joining date of the newly hired employee for them to be aware and take the necessary actions that needs to be done from their end.
* Update the Recruitment List on daily basis and sit with the HRM for status progression.
* Ensure to conduct the entire recruitment process in the most professional manner as per the Company Standards.

**EXPERIENTIAL LEARNING (SUMMER INTERNSHIP PROGRAM)**

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**THDC India Ltd. (Rishikesh)**

Project on Process of Human Resource Management **(2 Months)**

**Nanyang Technological University (Singapore)**

Global Immersion Programme **(1 Week)**

**IDBI Federal Life Insurance Company Ltd. (Dehradun) (2 Months)**

Project on Recruitment and Selection process of IDBI Federal Life Insurance Employees

**EDUCATION**

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* **Master’s of Business Administration(HR) (2017)** Graphic Era Hill University

Dehradun, India

* **Bachelor’s of Business Administration(HR) (2015)**Graphic Era Hill University

Dehradun, India

**COMPETENCIES**

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* Good communicational skills.
* Problem solving and coping up with pressure.
* Willingness to learn and share knowledge.
* Team player.

**EXTRA CURRICULAR ACTIVITIES**

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* Core Organizer of many events such as Grafest, Department Day, Farewell, Fresher’s which was organized by School Of Management at Graphic Era Hill University.
* Represented Graphic Era Hill University in youth fest organized by Doon University Dehradun.(Singing)
* Participated in Seminars organized by School Of Management at Graphic Era Hill University.
* Attended and participated in several Workshops during the tenure of BBA and MBA at Graphic Era Hill University.
* Represented St. Jude’s School in Inter-school singing and dance competition organized by Carman School Dehradun.
* Organized events in school such as Fate, Annual sports day, Annual functions.
* Participated in Inter-house and Inter-school Quiz Competitions.
* Participated in Inter-school Football Tournament.

**PERSONAL DETAILS**

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**Nationality :** Indian

**Date of birth :** 07th February 1994

**Marital status :** Married

**Languages :** English, Hindi

**Visa Status :** Currently on visit visa (Husband visa can be provided).

Reference can be provided on request.

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

**APURVA**