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Top Skills

Artificial Intelligence (AI)

Executive Search

Headhunting

Certifications

Beginner Tech Recruitment
Bootcamp

Social Media Strategy Training and
Certification

Linkedin Quick Tips

certificate course in
Entrepreneurship

What Is Generative AI?

Jay Prajapati

Global Executive Search | Specializing in CXO & Leadership Hiring
Ahmedabad, Gujarat, India

Summary

As a recruitment professional with a passion for finding top talent. I'm great at sourcing candidates who not only fit the required skills but also align with the company culture.

I'm always excited to learn new technologies that enhance recruitment and look forward to new challenges that let me continue improving how talent is found and hired.

Experience

HIRINGCRAFT CONSULTING LLP

Executive Search Consultant

May 2024 - Present (9 months)

Ahmedabad, Gujarat, India

An executive search firm managed by specialists with deep experience in top team building.

The competencies are centred around hiring for the most critical roles, spanning from CXOs to General Managers of the function. Every placement is treated as a value-creation opportunity in client businesses. Professional matchmaking has become a balanced combination of art, science, and behavioral insights in the VUCA world.

Executive Search & Selection for various industries:

Technology, Digital, AI & ML

Heavy Engineering & Infrastructure

Minings & Metal

Construction & Road Construction

Hidden Brains InfoTech

2 years 9 months

Talent Acquisition Executive

August 2022 - April 2024 (1 year 9 months)

In addition to my data mining role, I took on key responsibilities in talent acquisition, including:

Conducting candidate outreach and screening to assess skills and fit for specific roles.

Coordinating and scheduling interviews with hiring managers.

Managing interview lineups and maintaining regular follow-ups with candidates to ensure a smooth recruitment process.

I successfully balanced both roles, contributing to the efficiency of the recruitment process by streamlining candidate sourcing and ensuring timely communication with applicants.

Data Mining Executive - Talent Acquisition

August 2021 - April 2024 (2 years 9 months)

Ahmedabad, Gujarat, India

At Hidden Brains InfoTech, I helped make the hiring process easier for our 9-member recruitment team by using my data research skills to find the top talents. I'm great at handling large groups of candidates and keeping everything organized in the hiring system.

I spent over two years finding great talent using advanced tools. I know how to find the perfect candidates who fit the skills and company needs. I used different ways to search for candidates, like job boards and social media, to match them with the right roles and company culture.

I played a key role in implementing an Applicant Tracking System (ATS) within the company. I oversaw the seamless migration of data to the ATS, providing strategic insights to the development team and customizing core features to meet operational needs. My efforts ensured the entire recruitment team could access accurate, well-organized candidate data, significantly improving recruitment efficiency.

I love learning new things in recruitment technology to make the hiring process faster and better.

Education

Gujarat University

Bachelor of Business Administration - BBA, Business Administration and
Management, Marketing · (January 2019 - August 2022)