**RASHISH BHAT**

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**CAREER OBJECTIVE:**

To work for an organization where I can utilize my HR skills to the fullest which ultimately contributes to the growth and development of the organization.

**SUMMARY:**

* Visionary, high-energy and well-rounded Human Resource Management and IT Recruitment professional effective in management of full life cycle recruiting, fast paced environment and working on time sensitive hiring needs.
* Core Competencies include Job Portal Sourcing, Telephonic Interviews, Referral Generation, PR Activities, Maintaining Recruitment MIS, Pipeline Reporting, Performance Appraisal and Vendor Management.
* An effective communicator with excellent relationship building, interpersonal skills possessing strong analytical, problem solving & organizational abilities.
* Coordinating with the Talent Acquisition group for interview feedbacks, inputs for ATS (Job Diva) database, understand the process of international recruitments, domestic recruitments, candidate sourcing and interview scheduling of technical and non-technical qualified professionals.
* Innate talent in resourcing strategies such as Internet sourcing, headhunting, network building, employee referrals, cold calls, direct mailing & maintaining resume databases.
* Extensively involved in pre and post interview activities which includes right from initial short listing, conducting preliminary interviews, arranging technical interviews, to final HR discussions for case closures.
* Solid hands on using job portals such as Naukri, Monster, LinkedIn, Job Diva and Glassdoor etc.
* Substantial experience in assisting senior managers of the Talent Acquisitions department with the onboard documents and logistics of the hired candidates.
* Recruitment expertise in various technical domains. Worked on hiring of Junior to Senior level Management Positions in various industries.
* Expertise with MS Office Suite.
* Keen understanding of business dynamics with comfort in interacting with people across hierarchical levels for successful completion, escalation and delivery of assigned projects.
* Excellent team player and leadership skills followed by multitasking, people oriented, pressure and priority handling demeanour.
* Language proficiency : English, Hindi and Kashmiri.

**PROFESSIONAL EXPERIENCE:**

**Cognilytics Software & Consulting Pvt. Ltd June 2013 to Present**

**Executive - Talent Acquisition**

**Responsibilities / Deliverables:**

* Sourcing of candidates through various job portals, screening the resumes and credentials for appropriate skills, experience and knowledge in relation to position requirements.
* Involved in end-to-end complete life cycle of the recruitment process such as understanding job description, based on the job specification, source, screen, schedule interview, Handle technical on – call interviews, coordinate with the business on the interview & feedback.
* Conduct initial rounds of telephonic interview to check interest and suitability of candidates for required positions.
* Responsible for monthly PR activities of employee’s management and relationship management.
* Be helpful to the candidates by providing information about the company and the benefits of working with employer.
* Build a strong pipeline report from sourcing efforts and connect with potential candidates for a variety of roles.
* Work closely with the Talent Acquisition team in all aspects of recruiting functions and coordinating with the team.
* Worked across in-house corporate hiring to client hiring various renowned clients viz. PNC Bank, AIG, J&J Managed Services, eBay, PHH, Fannie Mae, Pacific Life, Cristal, First Group, Chevron, Hasbro etc.
* Responsible for carrying out LinkedIn Audits of the FTEs of the organization. Also, coordinated in Resume presentation and One Pager Snapshots of the relevant candidates for project RFP purposes.
* Hosting telephonic interviews and assisting technical rounds of discussion followed by circulating the feedback amongst the team members.
* Engaged in reference check and background verification and actively involved with HR for HR activities as support capacity.
* Played a major role in maintaining real time and organization wide tracker for onsite and offshore hiring needs, pipeline, project plans, open and closed positions and presented the same to senior management.

**INTERNSHIP:**

**AT&T GNS, Gurgaon, Haryana May 2012 to June 2012**

**Project Title: Impact of Health and Insurance Benefits on Employee Productivity**

**Responsibilities / Deliverables:**

* A research project where a survey was conducted on the employees and employers of various MNC’s regarding whether providing health and insurance benefits to employees enhances employee productivity, efficiency, involvement and commitment or not.
* The survey involved answering various questions in the questionnaire prepared.

**EDUCATION:**

* PGDM (HR and Marketing) from Apeejay School of Management, New Delhi in 2013
* B. Tech (Computer Science) from Kurukshetra University in 2009

**STRENGTHS:**

* Optimistic
* Self Confident
* Determined and Hard working
* Good Communication and presentation skills

**ACHIEVEMENTS AND VOLUNTEER WORK:**

* Won the 1st Prize in Street Play in College fest in 2006.
* Received a Participation Certificate in Cricket Tournament in 2009 at MMU Mulana.
* Won the 2nd Prize in Street Play in Synergy2011 at ASM Dwarka, New Delhi.
* Member of HR Club in ASM Dwarka, New Delhi.
* Member of Kashmiri Cricket Club Vytasta in New Delhi.