

Harsh Trivedi
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CAREER OBJECTIVE

To improve my skills and knowledge with a growing organization where I will achieve the organizational goals for its benefit with a positive attitude

PROFILE SUMMARY

- Having 4 years of experience in recruitment.
- 4 Years of broad experience in Manufacturing Segment.
- Experienced in all the activities of a Recruitment Cycle.
- Strong in HR Coordination.
- Handling clients and generating new leads for company.
- To deal with client's problem and sort it out on urgent basis.
- Retention of clients
- Making data base and excel sheet to update the work.
- Good team player and skilled at multi tasking.

WORK EXPERIENCE

Hidden brains Infotech Pvt Ltd : August 2022 – Till Date

Talent Acquisition Specialist

Roles and Responsibilities:

- Handling End to End Recruitment
- Coordination with hiring managers
- Managing open vacancies given by management.
- Sourcing potential candidate using Linked, Naukri.com, hirist,hirect and so on.
- Conducting 1st round of interview (screening, filter)
- If candidate is matching with our requirement, managing interviews with technical experts.
- Making candidate aware about HR policies and Joining process (until candidate is onboard).
- Following Up with the Candidates regarding the interview updates, offers and on –Boarding Process.
- Maintaining the Strong relationship with the Candidates as well as with hiring managers.
- Worked on IT requirements such as Java developer, Full Stack Engineer, IT INFRA managers AWS Engineer, Business Analyst, Data Analyst, DevOps , Microsoft Dynamic 365 Functional Consultant and developers ,PHP developers ,IOS ,Android and so on,

Paper Mill Machinery Engineer Unit:

November 2016 – July 2022

Business Development Manager

Roles and Responsibilities:

- Handling HNI clients and generating new leads for company.
- To deal with client's problem and sort it out on urgent basis.
- To understand client's requirement.
- Retention of clients
- Making data base and excel sheet to update the work.
- Good team player and skilled at multi tasking.

Meritplus BPO pvt.Ltd: December 2014 – October 2016

Roles and Responsibilities:

- Handling the entire end-to-end recruitment cycle for assigned clients
- Responsible for handling Contractual Staffing.
- Gathering information about candidates (Work experience, present and expected compensation, location/relocation information, work authorization status, Notice Period, availability for the interview, and motivation factors, etc).
- Compliance of Nursing

Sarthee Consultancy June 2013 – November 2014

Internship

- Started working as trainee
- Learned about recruitment
- Sourcing candidate using Naukri, monster (at that time monster was prospective)
- Working on open technical requirements (pharma, engineering domains)
- Screening on call
- Also worked on client acquisition with seniors

ACADEMIC & PROFESSIONAL QUALIFICATIONS

DEGREE	UNIVERSITY	YEAR	PERCENTAGE (%)
SSC	GSEB	2009	51%
HSC	GHSEB	2011	60%
B.COM	GUJARAT UNIVERSITY	2014	2 nd Class

COMPUTER SKILLS

Windows XP/98/2000, Windows 7
Basic knowledge of MS Office, Internet, and Scanning.

PERSONAL STRENGTHS

Friendly and easy going with people, fast learner, good listener, good communication skills, quick learner, sincere and punctual

PERSONAL DETAILS

Date of Birth : 07th November 1993
Sex : Male
Nationality : Indian
Marital Status : Single
Languages : English, Hindi, Gujarati