**NAVNEET RAJ**

**Mobile-9887888469**

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#### JOB OBJECTIVE

Goal-Oriented, Result-Oriented, and dedicated professional with the demonstrated ability to source and place to find right candidates in a highly competitive market and to obtain an appreciated place in the Human Resource field with the full implementation of accomplished experience and education.

#### PROFESSIONAL EXPERIENCE

**1. Organization: Design Arrow Pvt. Ltd**

**Location : Bangalore**

**Designation : IT Recruiter**

Duration : May 2019 (working)

* Key Responsibility
* Sourcing ,shortlisting candidate’s basic the telephonic interview &

Coordinating with team.

* Mass mailing , Job posting in Naukri.com & other websites.
* Preparing job description on the basis of business requirement.
* Celebrating birthday & Special day’s.
* Expertise in sourcing from social media tools like Linkedin , Facebook etc.
* Creating template for Job posting digital marketing channel

2. Organization: Reliance HR Services

Location : Jaipur

Designation :Talent acquisition

Duration : Jun 2018 to May 2019

* Key Responsibility
* Source, screening and shortlisting candidate’s basic the telephonic interview.
* Scheduling and conducting interviews, selecting final candidate’s basic the interview and assignment.
* Clint meeting and meeting college TPO.
* Head hunting
* Updating KYC of new new employs for PF and ESI
* Generating PF and ESI

**Major Clients worked with:**

* Reliance Life Insurance
* Reliance Mutual Fund
* Reliance General Insurance
* Reliance Home finance

3. Organization: Adecco India Private limited

Location : Jaipur

Designation : Recruitment consultant

Duration : Aug 2017 to Feb 2018

* Key Responsibility
  + End to end recruitment
  + Source, screening and shortlisting candidate’s basic the telephonic interview.
  + Scheduling and conducting interviews, selecting final candidate’s basic the interview and assignment.
  + Bulk Hiring.
  + Clint meeting and meeting college TPO.
  + Preparing maintaining and updating of MIS reports.
  + Daily follow up.
  + Promote company’s reputation as “best place to work”
  + Bulk hiring /mass hiring
  + Scheduling and coordinating interview
  + Maintaining all data in Hirecraft ERP Software
  + Managing walk-in candidates
  + Individually handled all Client Co-ordination

**Major Clients worked with:**

AU Bank

Bajaj Finance Services

Genpact India

J & J

Cipla

Shoppers Stop

Ericsson

Flipkart

Target:

Min 80% individual target achievement (eg.16 placement per month or 48 in Qtr per FTE)

4. Organization: Gallop & Bounce HR Services Pvt.Ltd

Designation : Recruitment consultant

Duration : May 2016 to Aug 2017

Location : Jaipur

* Key Responsibility
* End to end recruitment
* Source, screening and shortlisting candidate’s basic the telephonic interview.
* Scheduling and conducting interviews, selecting final candidate’s basic the interview and assignment.
* Bulk Hiring.

#### OTHER EXPERIENCE

* Successfully completed Online training in Digital marketing and getting Google certified Digital Marketer
* Successfully completed STARTUP India course by government of india.

#### EDUCATIONAL QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Time** | **University** | **Marks (%)** |
| 10th | 2009 | BSEB | 63% |
| 12th | 2009-11 | BSEB | 60% |
| B.tech | 2012-16 | RTU | 61% |

#### CORE COMPETANCIES

* Strong analytical, problem solving mind, can solve critical solutions in progressive logical manner.
* Highly positive attitude, adaptable demanding situation.
* Quick learner
* Ability to maintain interpersonal relations

#### TRAINING

* Critical thinking
* Anger management
* Self-motivated

#### CO-CURRICULAR ACTIVITIES

* Co-coordinator in Smart Structure
* Co-coordinator in college annual festival

#### INTERNSHIP

* 45 day’s training at ‘Jaipur Railway’ in ‘Institutional Building’

#### HOBBIES

* Appreciating music
* Cooking

#### COMPUTER KNOWLEDGE

* **Application**: Ms Office, Excel, Power point
* **Software Used**: Hirecraft

#### PERSONAL INFORMATION

Address: Marathahalli, Bangalore

DOB: 15/02/1995

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Bangalore Yours Faithfully: Navneet Raj

Date: