

**Ajay Kakran**



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## Key Skills

### Recruitment & Selection

### Induction & Training

### Employee Engagement

### Office Administration

### Vendor Handling

### Event Management

To excel in the industry to the fullest by taking up challenging assignments, enhancing interpersonal skills, team spirit and diligence at workplace that would lead to the fulfillment of personal and national goals.



## Profile Summary

- ❖ Dynamic, result -focused full cycle recruiting professional with commitment to client service and creative recruitment. Build and maintain client relationship to ensure a consistent pipelining.
- ❖ Working as a Senior Executive HR with P.M Relocations pvt ltd.
- ❖ Having good experience in HR and Admin.
- ❖ Co-ordinating with candidates for interview schedule and further process.
- ❖ Drafting offer letters and related contracts for shortlisted candidates.
- ❖ Setting up standard company induction programs for new hires.
- ❖ Looking after day-to-day office admin activities, Office administration.

## Soft Skills



## Education

- ❖ Diploma from Govt. Polytechnic Manesar (Mechanical)  
Percentage :65%
- ❖ 12th from Jiwan Jyoti Public School, Gurugram  
Percentage: 76%
- ❖ 10<sup>th</sup> from Jiwan Jyoti Public School, Gurugram  
Percentage: 88%
- ❖ Graduation in 2021.

## **WORKING EXPERIENCE:** **December 2021- Till Now**

***Company: P.M Relocations Pvt Ltd, Gurugram***

***Designation: Senior Executive HR***

PMR Started 36 years ago when two friends decided to ‘simplify packing and moving for customers in India’. It was an idea born between two friends who not only shared their first names but also their passion to bring an organized structure to the unconventional packing and moving industry in India. Mainly Responsiblehere for HR & Admin Activities.

### **Key Result Areas:**

- ❖ Design and implement overall recruiting strategy.
- ❖ Preparation of weekly, monthly and annual background verification reports f or internal and external audits.
- ❖ Preparation of official letters like Offer, Appointment, Employee Agreement, Confirmation, Appraisal, Relieving, Experience, Warning etc.
- ❖ Organizing event every month like birthday Celebrations, movie trips, team building activities and games.
- ❖ Looking after office cleanliness and hygiene maintenance. Handling Housekeeping staff of 10 employees.
- ❖ Cafeteria management.
- ❖ Stationary issuance and stock updating.
- ❖ Vendor management & Coordination
- ❖ Event Handling
- ❖ Managing Pan India Administration work
- ❖ Office and warehouse asset management & maintenance

## **October 2019- December 2021**

***Company: Talent labs Private Limited,***

***GurugramDesignation: HR Recruiter***

Providing reconsulting for all type of positions to various clients spanning E-Commerce, Auto Mobile, etc. verticals. Mainly responsible for Recruitment, job role descriptions, identifying the right talent, interviewing and assessing theprospective candidates. Good Experience in hiring for Off-role Profile.

### **Key Result Areas:**

#### **Recruitment & Selection:**

- ❖ Responsible for End to End recruitment processes.
- ❖ Manpower Planning, Recruitment and Selection.
- ❖ Searching the candidates from various job portals and conducting the initial Interview over the phone and line-up of candidate for the next Round.
- ❖ Follow up with the candidates till the final roll out of Offer letter.
- ❖ Assisting & Co-ordination with Interviewers.
- ❖ Coordinate with internal team to ensure timely fulfilment of services.
- ❖ Evaluate resume and applications.

#### **Data Management:**

- ❖ Maintaining MIS reports, HR MIS, recruitments reports etc

## Personal Details

**Date of Birth:** 13-12-1997

**Fathers Name:** Mr. Ashok Kakran

**Languages Known:** English, and Hindi

**Nationality:** Indian

**Postal Address:** H. No. 283/31b , West Rajiv Nagar , Gurgaon

