

AKASH JOSHI
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CAREER OBJECTIVE

To become member of the core team, where I can contribute my domain knowledge, analytical skills, and progressive attitude towards consistent growth of the organization.

EDUCATIONAL QUALIFICATIONS

Degree/ Course	Name of the Institution	University/ Board	Percentage	Year
MBA (H.R & Marketing)	Govindram seksariya institute of management and Research, Indore [M.P]	D.A.V.V	61%	2016-18
B.E.(Civil)	Shri Aurobindo institute of Technology, Indore [M.P]	R.G.P.V.	59.2%	2011-15
Higher Secondary (XII)	Sanmati H.S. school, Indore [M.P]	C.B.S.E.	61.8%	2011
High School (X)	Advanced Academy [M.P]	C.B.S.E.	72.2%	2009

EXPERIENCE

Morpheus Consulting- Freelance Recruiter (October2022- Current)

- ✓ Successfully recruited candidates for various permanent/full time, contract positions on various IT/Non-IT Technologies.
- ✓ Made candidate understood the position and matched them with the requirement.
- ✓ Provides the quality candidate to the Clients.
- ✓ Managed multiple requirements and task at once

- ✓ Dealt with Clients and Candidates on Regular basis
- ✓ Client Coordination
- ✓ Recruitment Coordination

Eteam Incorporation- Senior UK Technical Recruiter (June2022- Aug 2022)

- ✓ Successfully recruited candidates for various permanent/full time, contract positions on various IT/Non-IT Technologies.
- ✓ Managed up to 15 requisitions a week (full time and contracts)
- ✓ Dealt with clients understood their requirements
- ✓ Trained new Joinees.

GDKN Corporation- US Staffing Specialist (Jun2021-May2022)

- ✓ Successfully recruiting candidates for various permanent/full time, contract positions on various IT/Non-IT Technologies.
- ✓ Managed up to 15 requisitions a week (full time and contracts)
- ✓ Finding active and passive candidates using proactive sourcing methods like Monster, LinkedIn, indeed, high touch direct sourcing and networking to find top candidates for current and future openings. Uses cold calling, data base mining blogs, internet/web searches,
- ✓ Presenting fully screened qualified candidates to hiring managers in a timely manner.
- ✓ Recruited in all regions of the United States
- ✓ Regularly called candidates for updates on job search, interviews and skills. Maintained rapport with active candidates.
- ✓ Prescreened candidates through a detailed screening process; evaluated compatibility with job order's specific requirements, ensured candidate was a proper fit and was in contact with candidates 80% of the time via phone and emails.
- ✓ Edited and reformatted resumes as necessary, adding relevant key words and skills to increase candidates match with client positions.
- ✓ Met goals each period for number of submittals.
- ✓ Maintained and updating the ATS/CRM software.

Taskus India- Customer Care Executive (May 2020 – Feb 2021)

- ✓ Worked for DoorDash Process (US, AU)
- ✓ Handled and solved customer queries.
- ✓ Provided Solutions on call, chat and emails.
- ✓ Responded to customer about product and services
- ✓ Maintained various KPI's (Quality scores,OTT,HTC,First Call Resolution)
- ✓ Worked on Salesforce.
- ✓ Followed the incident cycle as defined by process.
- ✓ Escalated the cases using standard escalation matrix to maintain high degree of customer service

Notion Consultancy – Freelance Recruiter (Jan 2020- May 2020)

- ✓ Worked on Both IT and Non-IT profile recruitment
- ✓ Job Posting and Bulk emailing
- ✓ Sourced and Screened candidates from various platforms like Naukri, Monster, LinkedIn.
- ✓ Called and took first round of interview on call.
- ✓ Scheduled and coordinated interviews.
- ✓ Took interviews and done initial screening on Call.
- ✓ Trained a team of new Freelance recruiters.
- ✓ Maintained ATS (Applicant tracking system).
- ✓ Coordinated with the clients for vacancies and pay rate discussion.

Aroma Specialty - Sales Executive (Feb 2019 to July 2019)

- ✓ Visited Industrial plants to sell and pitch Water treatment chemical products.
- ✓ Maintained Client relationship
- ✓ Client acquisition
- ✓ Selling and fixing appointments on call
- ✓ Maintained and achieved monthly targets

Fortuneshapers- HR recruiter Internship (Dec 2018 to Jan 2019)

- ✓ Sourced and screened candidates on Naukri.
- ✓ Done Job posting
- ✓ Called potential candidates and did interview.
- ✓ Learned about recruitment process in depth in internship.

COMPUTER PROFICIENCY

- **Software** -: Autocad ,Stad pro, MS word, MS power point.

EXPERTISE QUALITIES

- Self- motivated.
- Hardworking.
- Leadership.
- Committed to my work
- Active and enthusiastic

- Communication skills

MINOR & MAJOR TRAINING

- Industrial training at **Treasure fantasy residency cat road rau,under the guidance of Er Vijay dubey.**
- Industrial training at **Bridge Construction at Pithampur Kheda Bridge.**
- **MBA(Major Research Project on Consumer Behaviour and Perception Towards Vivo Smart Phone In Indore).**

ACHIEVEMENTS & PARTICIPATIONS

- Participated in school cultural function.
- School Basketball team member
- Done anchoring in CBSE basketball cluster and school functions.

PERSONAL PROFILE

- **Gender :** Male
- **Fathers Name:** Mr. Pradeep Joshi
- **Date of birth:** 06/March/1994
- **Hobbies :** Singing ,Dancing, Playing Basketball
- **Languages :** Hindi, English

I hereby declare that the particulars furnished above are true, complete and correct to my knowledge and belief.

AKASH JOSHI