

PRAMOD MESHRAM

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Nana Chowk, Kumbhare Nagar, Gondia, Maharashtra, India-441601

PROFESSIONAL SUMMARY:

Dynamic HR Recruiter and Team Lead with over 13 years of progressive experience, specializing in end-to-end recruitment, workforce planning, and employee relations. Adept at candidate sourcing, screening, and onboarding, coupled with strong skills in project management and administrative coordination. Proficient in leveraging Power BI for data visualization and analytics, driving informed decision-making. Proven track record of optimizing recruitment processes and fostering collaborative team environments to achieve organizational goals.

WORK EXPERIENCE:

Team Lead - HR Recruiter

Capgemini Technology Services India Ltd, Hyderabad, Telangana

April 2022 – Present

- Led End to End recruitment efforts for IT and non-IT roles, utilizing industry-specific pipelines and job fairs.
- Leveraged social media and online job boards for candidate engagement.
- Managed candidate interviews and coordinated with management.
- Utilized Success Factor portal for offer management.
- Demonstrated critical thinking in problem-solving and decision-making processes.

Achievements –

- Led end-to-end recruitment efforts, filling over 170 IT and non-IT positions within a year.
- Increased candidate engagement through social media strategies, improving application rates by 25%.
- Streamlined the interview process, reducing time-to-hire by 15%.

Head - HR & Admin

Wisdom Enterprises, Tirora, Maharashtra

December 2020 – April 2021

- Supervised administrative operations and staff.
- Developed and improved administrative systems and policies.
- Managed budgets, expenses, and payroll processing.
- Conducted hiring, training, and employee evaluations.
- Organized office events and tracked progress towards company goals.

Achievements –

- Managed a budget of ₹5M, optimizing expenses and reducing administrative costs by 10%.
- Spearheaded the automation of payroll processing, reducing errors by 20%.

HR Manager

Village Care Society (NGO), Nagpur

March 2018 - February 2020

- Developed recruiting plans for all open positions.
- Developed and improved administrative systems and policies.
- Communicated with local bodies and administrations for project coordination.
- Supervised day-to-day operations of the administrative department and staff members.
- Conducted end-to-end recruitment including sourcing, screening, interviewing, and onboarding.
- Developed salary proposals for new recruits.
- Focused on employee retention programs and handled payroll procedures.

Achievements –

- Developed and implemented retention strategies, reducing employee turnover by 15%.
- Coordinated hiring for 50+ positions, achieving a 90% on-time hiring success rate.

HR Executive (Recruitment)

Maitrisoft Pvt Ltd. Gondia

November 2012 - February 2018

- Developed recruiting plans for all open positions.
- Facilitated job recruitment fairs.
- Conducted end-to-end recruitment including sourcing, screening, interviewing, and onboarding.
- Organized new employee orientation schedules.
- Developed salary proposals for new recruits.
- Focused on employee retention programs and handled payroll procedures.

Assistant Team Leader

Reliance Communication, Dhirubhai Ambani Knowledge City, Navi Mumbai

December 2007 - August 2010

- Handled all customer support facilities for clients and customers.
- Supervised a team of customer support executives.
- Resolved customer grievances and provided resolutions.
- Provided customer support facilities.
- Handled customer grievances and resolved issues.

IT (TECHNICAL) EXPERIENCE:

Power BI Data Visualization Professional

Freelancing Consultants

March 2020 – December 2020 &

May 2021 – March 2022

- Developed intelligence-sharing dashboards using Power BI.
- Created customized data collection models for specific visualization tasks.
- Automated BI reports and improved data gathering processes.
- Demonstrated proficiency in SQL and relational database concepts.
- Maintained communication with clients and managed projects from concept to completion.

Achievements –

- Created over 10 dynamic dashboards for clients, reducing report generation time by 30%.
- Increased data accuracy by 25% through automation of BI reports

EDUCATION:

Master of Business Administration, Natwarlal Maniklal Dalal College of Management Studies, Gondia, India, Aug 2010 - Sep 2012

Master of Science in Botany, PGTD of Botany - University Campus, R.T.M. Nagpur University, Nagpur, India, Jul 2005 - Jul 2007

Bachelor of Science in Sericulture, Manohar Bhai Patel College of Science, Sakoli, Maharashtra, India, Jun 2002 - Jun 2005

SKILLS:

- End-to-End Recruitment
- Workforce & Job Fair Planning
- Leadership and Team Management
- Problem Solving and Critical Thinking
- Communication and People Skills
- Employee Engagement & Relationship Management.

- Vendor Management and Client Relations
- Stakeholder Management
- Power BI (Data Analysis and Visualization)
- MS Office Proficiency
- Internet Savvy
- AI Tool (ChatGPT - Prompt Engineering and Large Language module)
- Generative AI

VOLUNTEER WORK:

- **UN Volunteer** (National & International Specialist), United Nations, Gondia Region, Maharashtra, Nov 2019 – Present
- **WHO Volunteer** (Vidharbha Region), World Health Organization, Gondia Region, Maharashtra, Nov 2019 – Present

E-Signature:

Mr. Pramod Vijay Meshram