

Apurva B. Barot

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Objective

Dedicated and organized recruitments specialist. Familiar conducting interviews with multiple candidates to identify the one with the most potential. Hold almost 15 years of experience working in different verticals Excellent communication abilities, including written and oral, professional and interpersonal. Developed evaluation, critical thinking, active listening, and decision-making skills as well as a strong attention to small details. Highly organized and familiar completing several complicated administrative tasks simultaneously.

Summary of Qualifications

- Outstanding written and verbal communication skills.
- Accomplished interpersonal skills that demonstrate an ability to work in a collaborative team environment.
- Self-management skills especially adaptability and flexibility.
- Strong analytical skills & numerical skills.
- Capacity to show initiative and apply new concepts.
- Creative & strategic thinking skills.
- Excellent presentation skills.

Professional Experience :

July 2015 – Dec 2019 I-Talent Pvt Ltd (Dubai & UK)

Position: **Recruitment Manager – Offshore**

- End to end recruitments , Client interaction , Revenue generation ,Business developments for new clients, Reference checks.
- Manage complete life cycle for middle & senior level recruitment.
- Understanding the client, Organization, Business environment, Culture & Client Requirement.
- Preparing Job Description according to client's need.
- Industry mapping based on types of mandates.
- Identification of the candidates through -Database Search, Head Hunting
- Sourcing of profiles for the clients through cold calling, social networking, database and job portals.
- Strong exposure of handling leadership hiring.

Key skills :

- Head Hunting , Sourcing through portals , mapping , References, Job postings.
- Good knowledge of handling senior level mandates across all domains.

- Expertise in Construction & Civil, Financial Services, Advertising & PR, Engineering, Sales, Retail, Education, Automobile , Retail etc.

Feb 2014 – July 2015 QX Pvt Ltd

Position: **Recruitment Consultant**

- Building relationships with clients & candidates
- Expertise in passive search
- Developing a good understanding of client companies, their industry, what they do and their work culture and environment
- Advertising vacancies appropriately by drafting and placing adverts in a wide range of media (e.g., newspapers, websites, magazines)
- Headhunting - identifying and approaching suitable candidates
- Completing a search of the candidate database to find the right person for the employer's vacancy;
- Receiving and reviewing applications, managing interviews and short-listing candidates
- Requesting references and checking the suitability of applicants before submitting their details to the employer
- Briefing the candidate about the responsibilities, salary and benefits of the job in question
- Preparing CV's and correspondence to forward to clients in respect of suitable applicants;
- Organizing interviews for candidate as requested by the client
- Informing candidates about the results of their interviews

March 2013 – Nov 2013 Interactive Manpower Solutions Pvt. Ltd (IMS People? Possible!), Ahmadabad

Position: **Team Leader**

Responsibilities:-

- Create an environment oriented to trust, open communication, creative thinking, and cohesive team effort
- Provide the team with a vision of the project objectives
- Motivate and inspire team members
- Lead by setting a good example (role model) - behaviour consistent with words
- Coach and help develop team members; help resolve dysfunctional behaviour
- Facilitate problem solving and collaboration
- Strive for team consensus and win-win agreements
- Ensure discussions and decisions lead toward closure
- Maintain healthy group dynamics
- Intervene when necessary to aid the group in resolving issues

- Assure that the team members have the necessary education and training to effectively participate on the team
- Encourage creativity, risk-taking, and constant improvement
- Identify and celebrate team and team member accomplishments and exceptional performance
- Adhere to performance reports to be sent on daily basis to the client as well as Operations Head
- Interacting with clients directly to enhance superior work flow

March 2012 – Feb 2013 Interactive Manpower Solutions Pvt. Ltd (IMS People? Possible!), Ahmadabad

Position: **Recruitment Consultant**

Responsibilities:-

- Building relationships with clients & candidates.
- During my tenure with IMS, I have been associated with 3 major projects
- Expertise in passive search.
- Developing a good understanding of client companies, their Industry, what they do and their work culture and environment.
- Advertising vacancies appropriately by drafting and placing adverts in a wide range of media (e.g., newspapers, websites and magazines).
- Headhunting - Identifying and approaching suitable candidates.
- Completing a search of the candidate database to find the right person for the employer's vacancy.
- Receiving and reviewing applications, managing interviews and short-listing candidates.
- Requesting references and checking the suitability of applicants before submitting their details to the employer.
- Briefing the candidate about the responsibilities, salary and benefits of the job in question.
- Preparing CV's and correspondence to forward to clients in respect of suitable applicants.
- Organizing Interviews for candidate as requested by the client.
- Informing candidates about the results of their interviews.

Achievements:-

- Awarded as a Performer of the month for two times.
- Successfully completed training and given assignments for Sales Speech, Head Hunting, Passive Search, Strategic Resourcing.
- Part of the IMS Volleyball Team for Corporate Tournament and won the championship.
- Part of the IMS Cricket Team for Corporate Tournament.
- Co-ordinator for IMS annual conference and helped to run one dance numbers and two fashion shows.

Jan 2010 – Oct 2011 Woolworths Australia

Position: **Second In-Charge (Long Life Department)**

- Was promoted as Second In charge for the same department
- Making arrangements on weekly basis for Operations head
- Taking care of rostering and handling team on floor for smooth operation
- In absence for my manager I had to handle rosters
- Handling Sick leaves, and pay offs
- Do the job postings for store requirements on company website
- Find relevant candidates and do the telephonic interview and handover to Department Manager
- Maintain inward and outward stock register and update in the system end of the day
- Attend the weekly, Monthly, Quarterly and Yearly meetings to get an idea of profit and loss, achievements and about new strategies

Sep 2007 – Dec 2009 Woolworths Australia

Position: **Long Life Assistant (Long Life Department)**

- Assisted customers with product selection and queries
- Investigated and resolved customer complaints
- Set up store displays
- Operated cash register as and when necessary
- Managed shelf stocking and pricing activities
- Handled inventory and stocks
- Reviewed merchandize movement
- Inspected merchandize for quality and quantity
- The main aim was to set good packages for the customers that would yield lucrative results onset

Came to Australia in October 2005 and till 2007 September done some odd jobs like Cleaning, Security and Taxi driving till the time I have got permanent job in Woolworths.

May 2004 – June 2005 Big Bazar, Ahmedabad

Position: **Team Leader**

- A minimum target is completed in the stipulated time.
- Correct information to be bestowed to the customers relating to product and related fields.
- To inform promote and inform the customers of new product portfolios matching their needs.
- To preserve a good rapport between the customers and the company.
- Headed up a customer-service fact-finding team that surveyed obtainable personnel and benchmarked competitors to develop the basis for the company's new program.
- The main aim was to set good packages for the customers that would yield lucrative results onset.

MAR 2003 – MAY 2004 Hutch (Vodafone), Ahmedabad

Position: **Customer Relation Executive**

- Have worked in Hutch which is known as Vodafone now.
- Keep the customers updated about the product and the services offered.
- A stipulated target is to be completed in the given time where daily reports are endowed.
- A compact call to get recorded for the allied, when a customer call in for the exact enhance he can fill in himself about the product information.
- The work included assigning information and to solve the queries.
- The main language to be focused was on English and Gujarati

Education and Training :

- Bachelor of Commerce from Gujarat University, Ahmedabad – India
- H.S.C.E and S.S.C.E from Gujarat State Board, Ahmedabad – India
- Proficiency with M S office package and Windows
- Having very good knowledge of C and C++
- Internet savvy and friendly

Accolades and Involvements

- Participated in Basket Ball in University, State & District level for 6 years
- Player of Australian Local Cricket Club team named Sacred Heart
- Participated in Table Tennis in Inter College tournament

BIOGRAPHICS :

Date of Birth:	17 th September 1981.
Hobbies:	Computers, Travelling, Outdoor games.
Languages:	English, Hindi and Gujarati.
Availability:	Available to join.

References:

- Available upon request