

## CURRICULUM VITAE



**KAVAN FENILBHAI JHAVERI**  
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### **WORK EXPERIENCE @10 Years**

#### **Elixir Recruitment Services**

Designation: **Freelancer & CEO**

Jan'22 to present

- Recruited in the UK/USA/India IT, Accounts, Finance: CA, CFA, CS; HR, Clinical, Non-Clinical, Payroll & Healthcare sector
- Worked with International Staffing Agencies to function the Operations and Recruitment side
- 360-degree recruitment
- Bookings, Reactivations, Compliance, Sourcing
- Dealt majorly with UK Healthcare Sector- **NHS** since last **10 years**
- **Placed in the UK**- several Doctors, Nurses, HCAs in different compliant framework structures like **CPP, HTE, NHS Scotland, Workforce alliance** and so on; all over in the UK's **NHS (National Health Service-Governing Body of UK)** Hospitals including **England, North Ireland, Scotland, Wales and 30 + countries that falls under European Union**

#### **End to end recruitment:**

- Reactivation, Compliance, Placements of the Doctors, Nurses, HCAs in UK (Hospitals that work under National Health Service Trusts)
- Proactively engaging with new clients
- Screening CVs of doctors looking for locum work in U.K, booking registration appointments and interviewing candidates to ascertain suitability of roles.
- Ensuring existing candidates are compliant for audit and legislative purposes, e.g.: Right to work, References, Disclosure Barring Service/ CRB checks, Occupational health clearance etc.
- Negotiating hourly charge rates for new clients.
- Receiving and reviewing applications, shortlisting doctors, nurses and checking their suitability before booking and submitting their details to employer.
- Establish and maintain positive relationships with Doctors, Nurses, HCAs and Hospital's medical staffing fostering an environment of open communication and support.

#### **Role:**

- ➔ Team handling & management, making sure to guide them in achieving KPIs
- ➔ Doing Business Development and getting the contracts from the UK hospitals
- ➔ Liaising with the medical staffing and UK clients on regular basis
- ➔ Providing Compliance/Recruitment trainings to team
- ➔ Process Mentor/ Alignment
- ➔ Making Process Plan
- ➔ Building Strategies
- ➔ Quality Analysis

➔ Rectifying Errors and Resolve Conflict Situations

**Skills:**

- Fluency in English
- Effective Communication Skills
- Analyzing human psychology and recruiting accordingly
- Documentation Knowledge regarding Recruitment
- MS Office: MS Word, MS Excel, MS PowerPoint
- Leadership qualities
- Able negotiator
- Able to manage change

**PS:** I've travelled to the United States of America, across East & West Coast in 11 different cities for 50 days. Currently, I'm holding USA's B1/B2 Visitors Visa, which is valid till 2028.

**Your Nurse Pvt. Ltd. (UK Recruitment Agency)**

- **I was directly hired by UK Recruitment Agency**

Designation: **Freelancer & Team Leader (managed 15 people)**  
August'21 to Jan'22

**Role:**

- 360-degree recruitment
  - Bookings, Reactivations, Compliance, Sourcing
  - Dealt with UK Healthcare Sector- **NHS**
  - **Placed in the UK-** several Doctors, Nurses, HCAs in different compliant framework structures like **CPP, HTE, NHS Scotland, Workforce alliance** and so on; all over in the UK's **NHS (National Health Service-Governing Body of UK)** Hospitals including **England, North Ireland, Scotland, Wales and 30 + countries that falls under European Union**
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- ➔ Team handling & management, making sure to guide them in achieving KPIs
  - ➔ Doing Business Development and getting the contracts from the UK hospitals
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  - ➔ Providing Compliance/Recruitment trainings to team
  - ➔ Process Mentor/ Alignment
  - ➔ Making Process Plan
  - ➔ Building Strategies
  - ➔ Quality Analysis

**IMS: Interactive Manpower Solutions Pvt. Ltd. (Associated with UK Based Recruitment Firm)**

Designation: **Acting Team Leader**  
September'20 to August'21

**Role:**

- 360-degree recruitment
- Bookings, Reactivations, Compliance, Sourcing
- Dealt with UK Healthcare Sector- **NHS**
- **Placed in the UK-** several Doctors, Nurses, HCAs in different compliant framework structures like **CPP, HTE, NHS Scotland, Workforce alliance** and so on; all over in the UK's **NHS (National Health**

**Service-Governing Body of UK) Hospitals including England, North Ireland, Scotland, Wales and 30 + countries that falls under European Union**

- ➔ Team handling & management, making sure to guide them in achieving KPIs
- ➔ Doing Business Development and getting the contracts from the UK hospitals
- ➔ Liaising with the medical staffing and UK clients on regular basis
- ➔ Providing Compliance/Recruitment trainings to team
- ➔ Process Mentor/ Alignment
- ➔ Making Process Plan
- ➔ Building Strategies
- ➔ Quality Analysis

**E-Mentalist Outsourcing Pvt. Ltd. (Associated with UK Based Recruitment Firm)**

Designation: **Team Leader**  
October'19 to September'20

**Role:**

- 360-degree recruitment
  - Bookings, Reactivations, Compliance, Sourcing
  - Dealt with UK Healthcare Sector- **NHS**
  - **Placed in the UK-** several Doctors, Nurses, HCAs in different compliant framework structures like **CPP, HTE, NHS Scotland, Workforce alliance** and so on; all over in the UK's **NHS (National Health Service-Governing Body of UK) Hospitals including England, North Ireland, Scotland, Wales and 30 + countries that falls under European Union**
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- ➔ Team handling & management, making sure to guide them in achieving KPIs
  - ➔ Doing Business Development and getting the contracts from the UK hospitals
  - ➔ Liaising with the medical staffing and UK clients on regular basis
  - ➔ Providing Compliance/Recruitment trainings to team
  - ➔ Process Mentor/ Alignment
  - ➔ Making Process Plan
  - ➔ Building Strategies
  - ➔ Quality Analysis

**DRC Group (UK Recruitment Agency)**

Designation: **Acting Team Leader/ Senior Recruitment Consultant**  
October'18 to October'19

**Role:**

- 360-degree recruitment
  - Bookings, Reactivations, Compliance, Sourcing
  - Dealt with UK Healthcare Sector- **NHS**
  - **Placed in the UK-** several Doctors, Nurses, HCAs in different compliant framework structures like **CPP, HTE, NHS Scotland, Workforce alliance** and so on; all over in the UK's **NHS (National Health Service-Governing Body of UK) Hospitals including England, North Ireland, Scotland, Wales and 30 + countries that falls under European Union**
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- ➔ Team handling & management, making sure to guide them in achieving KPIs
  - ➔ Doing Business Development and getting the contracts from the UK hospitals
  - ➔ Liaising with the medical staffing and UK clients on regular basis
  - ➔ Providing Compliance/Recruitment trainings to team

- ➔ Process Mentor/ Alignment
- ➔ Making Process Plan
- ➔ Building Strategies
- ➔ Quality Analysis

#### **Merit Plus Pvt. Ltd. (Associated with UK Based Recruitment Firm)**

Designation: **Senior Recruitment Consultant**  
February'17 to October'18

##### **Role:**

360-degree Role (end to end recruitment)  
Bookings, Reactivations, Compliance, Sourcing  
Recruiting and placing the UK's doctors and Nurses all over in UK's **NHS (National Health Service- Governing Body of UK)** Hospitals including England, North Ireland, Scotland, Wales and 30 + countries that falls under European Union

- ➔ Liaising with the medical staffing, UK hospitals, UK clients on regular basis

#### **QX Pvt. Ltd. (Associated with UK Based Recruitment Firm)**

Designation: **Recruitment Consultant**  
September' 15 to August'16

##### **Role:**

360-degree Role (end to end recruitment)  
Bookings, Reactivations, Compliance, Sourcing  
Recruiting and placing the UK's doctors and Nurses all over in UK's **NHS (National Health Service- Governing Body of UK)** Hospitals including England, North Ireland, Scotland, Wales and 30 + countries that falls under European Union

- ➔ Liaising with the medical staffing, UK hospitals, UK clients on regular basis

#### **IMS: Interactive Manpower Solutions Pvt. Ltd. (Associated with UK Based Recruitment Firm)**

Designation: **Recruitment Consultant**  
August'14 to August'15

##### **Role:**

360-degree Role (end to end recruitment)  
Bookings, Reactivations, Compliance, Sourcing  
Recruiting and placing the UK's doctors and Nurses all over in UK's **NHS (National Health Service- Governing Body of UK)** Hospitals including England, North Ireland, Scotland, Wales and 30 + countries that falls under European Union

- ➔ Liaising with the medical staffing, UK hospitals, UK clients on regular basis

## **INTERNSHIPS AND PROJECTS**

1. **Summer Internship Program at Vivo Healthcare Institute- Field Job in Sales (MBA)**  
**Project Title-** Satisfaction of Existing Students in Vivo Healthcare Institute
2. **Sai Management Infotech**

**Project Title-** Explore Gujarat: PHP (BE)

**3. Ecosmob Technologies Pvt. Ltd**

**Project Title-** Task Management: Vb.net (Diploma)

## EDUCATIONAL QUALIFICATION

Class/Course	Name of Institute	Board/University	Year	Result
MBA (Marketing)	L.J. Institute of Management Studies	GTU	2016-2018	<b>7.20 CPI Distinction</b>
BE (Computer)	H.G. College of Engineering	GTU	2010-2014	5.83 CGPA
Diploma (Computer)	Parul Institute of Engg. & Technology	TEB	2007-2010	55%
SSC (Throughout English Med)	St. Xavier's High School, Loyola Hall	GSEB	1996-2007	60%

## CO-CURRICULUM ACTIVITIES

- Participated in MAX (Marketing Excellence Series) on the theme of Digital Disruption, Sales & Marketing
- All Asia Bournvita Quiz Contest (BQC)- Secured 3<sup>rd</sup> Position- hosted by Derek O'Brien (Quiz Master)
- Participated in Technical Quiz of Computer Society of India
- Played Football in GTU Tournament
- Learned Reiki and Crystal for Concentration
- Trekking and Mountaineering with Aarohi Organization for Physical Fitness

## PERSONAL INFORMATION

✍ Date of Birth : 22<sup>nd</sup> December 1991  
✍ Gender : Male  
✍ Marital Status : Married  
✍ Nationality : Indian  
✍ Languages known : English, Hindi, Gujarati  
✍ Hobbies : Football, Swimming, Horse-riding

**Declaration:** I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place: Ahmedabad

Sign: Kfjhaveri