

CURRICULUM VITAE

Amol N. Kale

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A highly enthusiastic and autonomous individual committed to developing a successful career with senior level position in Human Resource Operations / Strategic planning / And Touch Base with the Senior Level Executives & H.R.D of an organization of great repute.

Professional Synopsis

- A dynamic professional with 9+ years of rich experience in the areas of recruiters, backend HR, Admin, Business Key Account Management, Team Management and Turn Key project handling.
- Presently associated with Techcronus Business Solutions Pvt. Ltd – as ATL- Talent Acquisition.
- Expert in all stages of the Recruitment Life Cycle from requirements analysis, strategy creation, sourcing, screening, salary and negotiation.
- Equipped with a diverse and promising skill-set, conducive to providing optimal support to HR business partners, organizations and hiring managers.
- Strong experience in hiring for startups and helping them grow.
- Manage train and evaluate a team of recruiters.
- Strong Hands-on with stake holding management.
- Hands-on experience with ATS like Jobvite.
- Strong experience in sourcing suitable candidates from job portals like Monster, Naukri, Times Job, IIM Fobs, LinkedIn, internal databases etc.
- Coordinating technical interviews, joining formalities, on boarding, induction etc.
- Campus Hiring, A and B Category University. Also involved in off-campus hiring.
- Expert in collaborating with top management & stakeholders for decision-making; ascertaining key business needs.
- Managing the external recruitment partners/vendors on a daily basis to receive Quality candidates.
- Monitoring the Daily, Weekly and monthly KPI (Key Performance Indicator) reports from the team and Offer Analysis and Recruitment Analytics

WORKING EXPERIENCE

Designation	Duration	Company
ATL – Talent Acquisition	Feb-2023 to Till Date	Techcronus Business Solutions Pvt. Ltd
Sr. Talent Acquisition Specialist	May-2021 to Feb-2023	Communication Crafts (CCT Digisol Pvt. Ltd.)
Manager – HR	Sep-2016 to Apr-2021	Rightway Job
Executive – Operations	Jan-2015 to Sep-2016	Core Integra Consulting Services Pvt. Ltd.
Executive – HR	Feb-2014 to Dec-2014	Eureka Outsourcing Solution Pvt. Ltd.

Company Name : Techcronus Business Solutions Pvt. Ltd
City : Ahmedabad
Duration : Feb-2023 to Till Date
Profile : ATL – Talent Acquisition

DUTIES AND RESPONSIBILITIES

- Spearhead end-to-end recruitment processes, collaborating closely with hiring managers to understand staffing needs and develop effective talent acquisition strategies.
- Managed a team of Recruitment Specialists, overseeing sourcing activities and optimizing candidate pipelines.
- Create compelling job postings and advertisements, utilizing various platforms including job boards, social media, and industry-specific networks to attract a diverse pool of qualified candidates.
- Successfully handled senior and leadership level requirements, collaborating with hiring managers to understand specific skill profiles.
- Coordinated vendor management activities, liaising with manpower consultants for candidate procurement and general screening.
- Implemented and managed the background verification process in accordance with company policies.
- Developed and executed strategies to proactively build and maintain a robust resume database.
- Produced regular Management Information System (MIS) reports, providing insights into closures, internal movements, and offer declines.
- Conducted HR rounds for selected candidates, negotiating salaries based on company standards.

Company Name : Communication Crafts
City : Ahmedabad
Duration : May-2021 to Feb-2023
Profile : Sr. Talent Acquisition Specialist

DUTIES AND RESPONSIBILITIES

- As a Senior Talent Sourcing specialist, involved in end-to-end Recruitment.
- Managing a team of Recruitment specialists who does quality Sourcing and submit the relevant profiles.
- Handling senior and leadership level requirements
- **Vendor Management:** Coordinated with various manpower consultants to procure resources for its operations, general screening of the candidate's profile, short-listing them for the interviews, worked on portals.
- **MIS:** Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly, Monthly and quarterly headcount and hiring report.
- Developed and implemented strategies for proactively building resume database.
- **HR Round:** Conducting HR round for the selected candidates and negotiating salaries

on company standards, promptly informing the rejected candidates about the reason for the rejections.

- **Hiring inputs:** Meeting hiring managers to understand niche skill profiles.
- **Background Verification:** Background Verification was carried out for the employees as per the policy, education, experience.

Company Name : Rightway Job
City : Ahmedabad
Duration : Sep-2016 to May-2021
Profile : Manager – HR

DUTIES AND RESPONSIBILITIES

- Managing Team of recruiters & backend HR & Admin
- Responsible for managing entire spectrum of IT recruitment
- Developing and implementing recruitment plan for hiring
- Understand and analyze the requirements, creating the plan for the same
- Share the plan with the recruiters/vendors for getting right profile to close with in TAT
- Sourcing the talent pool through Employee Referral & Social Networking
- In charge for campus of recruitments
- Involved in Joining & Exit formalities of employee
- Preparing recruitment MIS – Weekly/Monthly
- Prepare employee referral scheme and close till his/her pay out
- Visiting colleges & institutes for campus placements
- Taking care of PF withdrawals formalities

Company Name : Core Integra Consulting Services Pvt. Ltd.
City : Ahmedabad
Duration : Jan-2015 to Sep-2016
Profile : Executive – Operations

DUTIES AND RESPONSIBILITIES

- Develop and implement strategic initiatives for recruiting diverse talent in a multi-site organization.
- Partner with Corporate and Campus Leaders to forecast and develop plans for key staffing initiatives.
- Manage full cycle recruiting process to meet the various staffing goals across all levels within multiple business units. Create and implement Employment Marketing Strategies to attract passive job seekers.
- Work with hiring managers and interview teams to ensure job requirements and expectations are clearly understood and candidates are assessed against appropriate criteria (Profile XT Assessment).
- Develop strong relationships and partner with hiring manager, business leaders and HR.
- Work closely with Hiring Managers to maximize effectiveness of recruiting process.

- Track and report key metrics designed to measure and predict staffing activity.
- Regular follow up with the respective hiring managers and candidates to ensure timeliness of the recruitment process.
- Actively participate in all staffing related activities and engage in cross functional projects.
- Develop and implement search strategy that includes vendor selection process and performance metrics for all searches. Develop and maintain career opportunities section on Prospect Education, website.
- Develop and execute a personal time management plan.
- Other HR related duties as assigned by the Human Resources Manager.

Company Name : Eureka Outsourcing Solution Pvt. Ltd.

City : Ahmedabad

Duration : Feb-2014 to Dec-2014

Profile : HR Executive

DUTIES AND RESPONSIBILITIES

- Handling end to end recruitments – sourcing to closure
- Developing and implementing recruitment plan for hiring
- Understand and analyze the requirements, creating the plan for the same
- Sourcing the talent pool through Employee Referral & Social Networking

ACADEMIC QUALIFICATION

Degree	University/Board	Specialization	Year	Division
M.B.A.	Barkatullah University Bhopal	Marketing	2010-2012	I
B.B.A.	Dr. H. S. Gour University Sagar	Marketing	2007-2010	I
H.S.C.	M.P. Board Bhopal	Science	2005-2006	II

PROFESSIONAL QUALIFICATION

- PGDCA (Post Graduation Diploma In Computer Application) from Sagar University.
- SEO (Search Engine Optimization) From **Expert 18** Bhopal
- Completed certificate course HDCA (Honors Diploma in Computer Application) from **SimSoft Technology** Nagpur.

Skills

- Recruitment and Sourcing
- Vendor Management
- Interviewing and Assessment
- Background Verification
- MIS Reporting
- Team Leadership
- Strategic Planning
- Negotiation Skills

TECHNICAL SKILLS

Operating Systems: -MS-DOS, WINDOWS 2000, WINDOWS-XP

Application Systems: - Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Access, Internet.

PROJECT WORK

- Analytical Study on Final year Appearing student.
- Sales Promotion Policy of NOKIA

PROFESSIONAL PROFILE

- Proactive, Creative, Competitiveness, Problem solving ability and always focused towards the goal.
- Work well in a team environment and produced quality independent work assignments.
- Ability and willingness to learn new technologies all the time. Good Communication and interpersonal skills

PERSONAL PROFILE

Name	: Amol N. Kale
Father's Name	: Mr. Natthuji Kale
D.O.B	: 10 Th August 1988
Marital Status	: Married
Languages Known	: English, Hindi, Marathi
Address	: E-704, SOMYA Residency, Ujala, Ahmedabad (Guj.)

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief.

Place :-

Date :-

Amol N. Kale