

## **Amit Masand**

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### **SUMMARY:**

- Seasoned HR professional with 9 years of experience in Recruitment / Talent Acquisition.
- An expert in handling full lifecycle recruiting components including, but not limited to sourcing, screening, qualifying, networking, assessing, wage and salary trends, relationship management.
- Expert in understanding the Business needs, requirements and making an action plan to serve the same.
- Hands on experience in Recruitment, Strategy Development, Source Identification, Organizing Drives / Walk-ins, Account Management, Team Management.
- Hands on experience in Leadership Hiring, Mass Recruitment and Niche Skill hiring, IT hiring.
- Experience in maintaining business relation with stake holders and setting up the right expectation on recruitment deliveries.
- Very strong understanding of recruitment process worked across varied IT technologies / Software skills and recruited IT professionals at different levels.

### **INDUSTRY EXPERIENCE:**

- Semiconductor, Automotive, Home and Office Automation, Security and Surveillance, Consumer Electronics, Aerospace and Defense, Industrial Automation, Medical Devices, Storage and Compute, Retail & e-commerce, Banking, Healthcare.

### **WORK EXPERIENCE:**

**Organization :** KNOWARTH Technologies  
**Duration :** January 2017 to till date  
**Designation :** Asst. Manager, Talent Acquisition

#### **Key Responsibilities:**

- Responsible for end to end recruitment for Enterprise, Web & Mobility, UI, QA & Sales Division.
- Meeting & interacting with the Business Managers to understand the requirement.
- Handling End-to-End Recruitment Cycle.
- Leading a team, coaching, mentoring and guiding them to help prioritize and close the open positions
- Handling recruitment for Liferay, Java, PHP, Drupal, QA, UI
- Vendor Management.

**Organization :** eInfochips Ltd.  
**Duration :** June 2014 to December 2016  
**Designation :** Senior Executive, Talent Acquisition

#### **Key Responsibilities:**

- Responsible for end to end recruitment for Product Engineering Service (PES) and VLSI/ASIC Division.
- Meeting & interacting with the Business Managers to understand the requirement.
- Handling End-to-End Recruitment Cycle.
- Posting requirements on various portals- Naukri / Linked-in; sourcing and screening resumes from portals before processing ahead.
- Sourcing profiles from Job Portals, Consultants, Networking site like LinkedIn & Employee References.
- Handling recruitment for Embedded / ASIC (Physical Design, Verification, DFT, RTL) /Java / QA.
- Involved in end to end hiring processes for Ahmedabad, Pune & Bangalore Requirements

- Ability to handle multiple requirements at the same time.
- Educating and guiding the vendors on the requirements assigned.
- Responsible to update and share the MIS (Weekly/Monthly) with the Stakeholders.

**Organization :** CIGNEX DATAMATICS  
**Duration :** December 2012 to June 2014  
**Designation :** Senior Executive, Talent Acquisition

**Key Responsibilities:**

- Worked on requirements listed as- Java / J2ee / Liferay / Alfresco / UI / QA.
- Primary Screening and short-listing of candidates based on requirements shared from Practice Lead / HR Manager.
- Interacting with Practice Lead for proper understanding on the requirements.
- Screening resumes through Job portals, employee references, networking & coordinating with various consultants and following up based on the requirements.
- Preparing offer letter and rolling out offers to the selected candidates. Taking care of the other activities and rigorous follow-up till the candidate joins with Reference Check.
- Conducting recruitment drives on various technologies as per prevailing requirements.

**Organization :** Ethos HR Management & Projects Pvt. Ltd.  
**Duration :** September 2011 to September 2012  
**Designation :** Executive, Talent Acquisition

**Key Responsibilities:**

- Mainly responsible for IT recruitment.
- Understand job description and skill sets required for each requirement.
- Sourcing candidates through referencing, job portals like [naukri.com](http://naukri.com), [monster.com](http://monster.com) and [timesjobs.com](http://timesjobs.com) and central database.
- Technical screening, involved in the overall recruitment process.
- Interact with the potential Candidates.
- Coordinating with interview process between the short listed candidates and the team leader. Following up throughout the interview process.
- Ensure closing of positions and candidates joining.
- Maintaining the Daily/weekly/Monthly recruitment report & MIS.
- Worked on Talentnow (Internal Recruitment Software)

**Organization :** Apex Enterprise  
**Duration :** July 2009 to August 2011  
**Designation :** Business Partner

**Key Responsibilities:**

- As a partner having an experience in managing sales of auto spare parts independently.
- Responsible for generating clients.
- Co-ordinate on regular basis with Retailers / Workshops / Mechanic / Dealers.
- Handling a network of Dealers to ensure proper availability of Spares.
- Sending Quotation followed by negotiations and receiving orders.
- To promote the sales of genuine spare parts
- Payment collection and follow-ups

**Organization :** AddRec Solutions  
**Duration :** August 2007 to April 2009  
**Designation :** Team Leader

**Key Responsibilities:**

- Leading Team of 5 persons for recruitment assignments as per client's requirement.
- Responsible for handling Major accounts in terms of their recruitments and staffing plans.
- Client Co-ordination and requirement gathering.
- Lead & motivate team member to achieve & exceed all targets, understand manpower requirements & their individual targets.
- Train & develop team members to deliver quantitative & qualitative targets.
- Screening and short-listing candidates and forwarding them to the clients.
- Coordinating with interview process between the short listed candidates and the clients. Following up throughout the interview process.
- Negotiating with both client and candidate on position, job responsibility and compensation package.
- To play mediators role in negotiation between clients/companies and candidates in order to keep both party profit and satisfaction.
- Maintaining the Daily/weekly/Monthly recruitment report & MIS.
- Worked on Hirecraft (Internal Recruitment Software)

**Organization :** Ethos HR Management & Projects Pvt. Ltd.  
**Duration :** November 2006 to August 2007  
**Designation :** Executive

**Key Responsibilities:**

- Understand job description and skill sets required for each requirement.
- Identify the right potential human resource through Database, Job Portals, and Employee's references.
- Identifying candidates with the right skills to match the clients' requirements.
- Arrange the interviews of candidates with the clients.
- Co-ordinate with TL and take the feedback till the final placement.
- Handle all administration activities and maintain the databank.

**EDUCATIONAL QUALIFICATION:**

**PROFESSIONAL**

Completed two year full time Master of Business Administration (MBA) with dual specialization in HR and Marketing in 2006 from "Institute of Management & Technology, Sikkim Manipal University".

**ACADEMIC**

- Bachelor degree in Commerce (B. Com.) in 2004 from "J. G. College of Commerce", Ahmedabad, Gujarat.
- Intermediate (Gujarat Board) in 2001 from "Firdaus Amrut higher secondary school", Ahmedabad, Gujarat.
- Matriculation (Gujarat Board) in 1999 from "Firdaus Amrut higher secondary school", Ahmedabad, Gujarat.

**PERSONAL DETAILS:**

Full Name : Amit Masand  
Father's Name : Rajkumar Masand  
Birth Date : March 30, 1983  
Gender : Male  
Marital Status : Married  
Nationality : Indian

I hereby declare that the details provided above are thoroughly verified and found correct to the best of my knowledge.

**Amit Masand.**