**Looking Recruitment Profile or HR Coordinator Position with Client Management Role**

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Current Location: Ahmedabad  
**Total Years of Experience is: 4 Years 8 Months (Gulf + Domestic Recruitments)**

**Hiring Exposure in Oil & Gas, Power, Manufacturing & Engineering,IPCS, Infrastructure, Real Estate, Hotel & Construction etc.**

Done HIRINGS IN LAST CONSULTING :-**MANTRI Developers, LODHA Developers, DTZ International MNC, CUSHMAN Wakefield, ACCOR Hospitality, GMR GROUP, BAANI, RENEW WIND POWER & HERO HONDA CHINA**

DONE HIRINGS IN PREVIOUS Consulting :**ESSAR Oil, ESSAR Construction, AEGIS SHARED Services, AEGIS BPO,BIG FM 92.7,ELECTROSTEEL,BHARTI AIRTEL ,TATA GSM & LOOP Telecom and RELIANCE BIG TV**

**Assignments in Human Resource Management with an organization of high repute**

4+ Years of experience in Hardcore Recruitments (including Gulf) along with the Client Management

**Expertise:** Strong JD **Understanding & Networking Skills in Construction, Real Estate, Hotel & Engineering industry. Good on Portals (Naukri, Monster. Naukri Gulf, Monster Gulf and Headhunchos), Social Websites(Linkedin,Google) Headhunting, Company Mapping, Industry Mapping, Bulk Hiring, Reference Generating & Built Good Client Relationships by Quality Profiles & Low TAT)**

**Functional Skills**

**Recruitment & Resourcing**

* Managing the complete life cycle for sourcing the best talent from diverse sources
* Identify the manpower **requirements through skills identification and mapping the articulating the skills requirements and gap analysis**
* Sourcing & Screening the resumes, conducting recruitment, scheduling & interviewing candidates, discussing offer & issuing letter ,fixing grades, making of salary fitment and handling joining formalities

**Training & Development**

* Identifying the training needs across levels through mapping of skills required for particular positions and analyzing of the existing level of competencies of individual vis-à-vis the gaps.
* Developing training & developmental initiatives for improved productivity & quality enhancement

**Accountabilities**

* Handling recruitment & Selection in the field of Real Estate & Hospitality.
* Meeting decision makers for understanding their HR Requirements & negotiating/Signing the contract
* Qualifying and screening under the various skills set & conducting preliminary telephonic interviews

**Qualification Details**:

MBA in HR from MDU, March 2012(Completed)  
B.Com (Pass) from Delhi University, 2009(Completed)  
Done Diploma in Computer ,2006

**CAREER SKETCH**

**Empyrean Partners, Delhi since Nov’09 to August’12**

**Company Profile :** Empyrean Partners, an HR services firm with a base of over 50 consultants, serving industry leaders in Executive Search and Recruitment Services in the following areas :  
1. **Real Estate & Infrastructure (Investments / Acquisitions/ Project Management)  
2. Hospitality**  
3. Investment Banking / Private Equity / Financial Analytics  
5. Knowledge Services  
At Empyrean Partners, our focus is to understand the essential requirement of our client and not just the Job Description. So that our services will fill up the business gap and not just the vacancy.

**Promoted as a AM- Recruitments (Real Estate & Hospitality) Nov’09 to August ‘12**

**Key Skills: End to End Recruitment cycle along with Multiples Client Management and Team. Handling TOP Real Estate, TOP IPCS & Hospitality Clients (Successfully Close Positions GM, AVP, VP & Business Head Positions)**

**Joined as a Consultant - promoted as a- Sr Consultant and then promoted as a AM Recruitments**

**Job Role:** Started handling multiple clients and Business Development independently along with a team of (2-3) & was accountable for fulfilling the hiring needs of the high end clients in “REAL ESTATE” & “HOSPITALITY” domain through sourcing, screening & interviewing the best-qualified professionals for the requirements as specified

**Job Profile**

* Understanding the requirement of the clients
* Coordinating with the client and colleagues to ensure on time quality delivery of resumes
* Conducting quality check on resumes sourced by other consultants of the team before sharing it with clients
* Seeking detailed feedback on each of the candidates from the client
* Seeking interview schedules of candidates and their subsequent interview feedback
* Following up with the clients regarding closures and the joining process of the shortlisted candidates
* Maintaining database of the CVs shared with the client with their updated status
* Ascertaining the need for conducting the walk-ins for different openings available with our client(s)
* Drafting walk-in advertisements, posting them on the job portals and sending it through mass mails to the candidates
* Making preliminary arrangements for walk-ins like ensuring sufficient availability of “Candidate Assessment Sheet” and “Candidate Information Sheet” for maintaining the records
* Acting as the contact person for the candidates
* Taking preliminary interviews to judge the candidate fitment for the openings
* Maintaining database of the people interviewed at the walk-in for future references

**Highlights**

* Successfully closed **AVP/VP/Business Head Positions in Real Estate(2011-2012)**
* **Last Quarter of Revenue (2012) is 17 Lakhs as a Individual Contributor Role**
* **Last Year of Revenue( 2011-2012)is 26 Lakhs as a Individual Contributor Role**
* Successfully **achieved the target 2009- 2012**

**Achievement**

Got a Star **Performer Certificates along with Trophy in 2011-2012.**

HR One Consultancy, Delhi HR Recruiter Dec’07-Nov’09

**Clients**

**Major for Call Centre/BPO, Telecom, Media, Construction, Oil & Gas (Successfully Closed Positions at Executive, Assistant Manager, Manager, Sr. Manager, and GM & AVP)**

**Accountabilities**

* Handling the full recruitment life cycle process
* Sourcing candidates through job portals, referrals, headhunting etc. and other sources such as Linked in & Google
* To search the candidates as per the skills required by the client
* Understanding the requirement of the clients
* Coordinating with the client and colleagues to ensure on time quality delivery of resumes
* Conducting quality check on resumes sourced by other consultants of the team before sharing it with clients
* Seeking detailed feedback on each of the candidates from the client
* Seeking interview schedules of candidates and their subsequent interview feedback
* Maintaining database of the CVs shared with the client with their updated status
* Taking preliminary interviews to judge the candidate fitment for the openings
* Scheduling interviews of the short listed candidates as per clients and candidate’s convenience and availability.
* Acquiring feedback of interview status from candidate and client.
* To be active to ensure the closure of the position.
* Ensuring the fulfillment of Documentation from the candidates as per clients’ requirement at the offer stage
* Following up with the clients regarding closures and the joining process of the shortlisted candidates

**Highlights**

* Successfully achieved the target 2008-2009

**Computer Skills:**

**Outlook, MS Word, Excel, Hire craft Software & Internet**

**Personal Details**:

Date of Birth : 08-02-1989  
Languages Known : English, Hindi  
Nationality : Indian  
**Last Compensation : 3Lakhs (Take Home) +1.5 Lakhs of Variables**

Note: Looking Good Consulting’s with better role where I can use my capabilities to grow the company.   
I have an ability to handle work independently with Client Coordination.