

HARDIK KANSARA

PROFESSIONAL SUMMARY

A passionate HR Professional with 10 years of experience in Talent Acquisition, Talent Mapping, Talent Research, Leadership Hiring, Induction & Onboarding for Oil & Gas, Infrastructure (Roads, Highways, Metro, Airport, Bridges) Ports, Marine, Logistics, Energy, Mining, Natural Resources, Renewables, Pharmaceuticals, Real Estate and Construction sectors.

 hardikkansara09@gmail.com

<https://www.linkedin.com/in/hardik-kansara-5797ba65/>



+91 9429530153

+91 9099124811

CORE COMPETENCIES

- Human Resource Strategy
- Talent Acquisition
- Talent Mapping
- Sourcing & Screening
- Head Hunting
- Leadership/CXO level Hiring
- On-boarding & Induction
- Employee Engagement
- Rewards & Recognition
- Process Improvement
- Team Management
- Vendor & Stakeholder Management
- HRBP
- Internal & Statutory audit
- Talent Management

EDUCATION

|| MBA (HRM) || 2012
GUJARAT TECHNOLOGICAL UNIVERSITY,
AHMEDABAD

|| B.B.A || 2010
KADI SARVA VISHWAVIDYALA
UNIVERSITY, GANDHINAGAR

PROFESSIONAL EXPERIENCE

ADANI GROUP

Lead Talent Acquisition

Ahmedabad (H0)

(Jun 2018 onwards)

Roles & Responsibilities:

- Managing complete life cycle of talent acquisition/recruitment process for corporate & site level hiring (Sr. Manager to Sr. Vice President level) for the different business of the Adani Group.
- From Budget, Understand the Yearly Manpower Requirements of Business and make monthly/quarterly recruitment plan as per Business urgency/priority.
- Planning Manpower requirements in consultation with heads of different functional & operational areas and conducting selection interviews.
- Succession planning for critical roles and handling capability building projects through external sourcing.
- Managing recruiting/staffing agencies and partnerships.
- Managing cross-business recruitment teams and developing them for effective delivery.
- Handling various recruitment reports, MIS, analysis, and dashboards for strategic decision making.
- Closely working towards managing and improving diversity agenda for the group, including hiring of women leaders, bridging middle management gaps, and bringing in policies with a focus on retention.
- Prepared talent acquisition SOP
- New Hire Induction & Orientation
- Employer Branding
- Vendors & Stakeholders Management
- Audit & Compliance Management

IT SKILLS

- MS Office (Word, Excel, Power Point, Outlook Etc.)
- Hire Craft
- Talent Tracker
- SAP Success Factors
- Oracle Fusion & Taleo
- Skillate

PERSONAL DETAILS

- DOB: 13/Oct/1990
- Marital Status: Married
- Languages: Gujarati, English & Hindi

REFERENCES

Available upon request

Achievements:

- Filled Manger to Sr. VP level positions for Ports, Logistics & Airports businesses of the Adani group. (Closed 80% positions internally by using various job portals like Naukri, Monster, Indeed etc. 10% by using LinkedIn & IJPs and rest 10% by using recruitment partners)
- Reduced recruitment cost along with closure with targeted turnaround time (TAT)
- Recognized by CHRO of Airports business for demonstrating **Adani Core Value “Commitment + Ownership”** by closing all open critical roles for Airports Projects of the Adani Group.

LARSEN & TOUBRO TECHNOLOGY SERVICES LIMITED (LTTS)

Executive – Talent Acquisition

Vadodara (HO)

(Oct 2015 – Jun 2018)

Roles & Responsibilities:

- End to End TA Process for Oil & Gas, Petrochemical, Process Engineering, Mechanical, Embedded, Internet Of Things (IoT), Industrial and Digital Data Analytics, Machine Learning(ML) & Artificial Intelligence(AI) domains.
- Manpower Planning & Budgeting
- Campus Recruitment
- TA MIS & Reports Preparations
- Employee Engagement
- Induction & Onboarding

ADDREC SOLUTIONS PVT LTD

Recruitment Specialist

(Nov 2012 – Oct 2015)

Roles & Responsibilities:

- Handling end-to-end recruitment process in Construction, Real Estate, Infrastructure, Power and Oil & Gas industries.
- Evaluating & understanding the Client's requirements
- Sourcing relevant profiles from the different job portals, external sources, LinkedIn, and employee references.
- Identifying the suitable candidates quickly for client submission for the given requirement within stipulated time frame.
- Scheduling interviews of the shortlisted candidates by clients based on the their requirements.
- Maintaining the database of candidates screened, submitted and selected for immediate and future requirements.