

Arjun Thakkar

Recruitment Specialist with 6+ Years Experience

About Me

am approachable, motivated and confident professional, having an attitude to complete tasks from start to end, coupled with on aptitude to learn quickly. I've always been a peoples person, I love getting to talk to passionate minds all day. I also get to flex my powers of persuasion. I love the challenge of convincing top prospects and turn it in to opportunity for the business.

Skills

- Full Lifecycle Recruitment
- · Sourcing & Screening
- Client Relationship & communication
- Account Handling & Management
- · Team Management
- SLA management
- · Management Reporting

Proficiencies

- Communication & Presenting
- Approachable & Open Minded
- Positive attitude with active learning
- Superb Analytical Ability
- Exceptional people person

Current Employment

2021 -Present Senior Consultant IMS Group, India

Duties

Resourcing

- Responsible for the full cycle recruitment process, from identifying candidates through multiple sources, including job boards (e.g., Naukri), social networking sites (e.g., LinkedIn), & employee referrals to negotiating an offer and placing them in the best suitable position, as well as basic compliance.
- · Understand the requirements of the business and find the best suitable talent for Mid to management level positions across Indian and other Asian Markets
- · Manage the selection process and its progress, and provide timely periodic recruitment reports.

Account Management

- · Act as the main recruiting contact for key client groups and internal and external candidates.
- · Develop sound business relationships with End clients to achieve stated goals
- Demonstrate a consultative style, providing relevant metrics and industry trends to develop creative solutions for hiring managers.
- · Develop and maintain relationships with business unit and service line hiring managers and HR leaders.

Mentoring & Training

- · Keeping in view of operational excellence, help to develop the team strategy & design mentorship programs, which can lead to improved team efficacy in task implementation.
- Conducting bootcamp & providing on-floor training on topics such as sourcing, screening, and telephone & email antiquates, and grooming them in their respective roles, and maintain quality of work they are doing, and provide proper guidance when needed

Achivements

- · Seized the opportunity to gain multi-market experience, and successfully Managing 2 different account at once, spread across India & Malaysia and multiple time zones, including 7 different Hiring managers including mangers from Switzerland
- · Achieved quarterly and yearly targets
- Provided on-floor taring and mentoring to 20+ people
- Designed & Managed boot-camp training programmed, and achieved 100% project selection ratio for trainees



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Personal Details

Passport Number P2763335

Date of Birth May 15, 1996

Nationality Indian

Marital Status Unmarried

Linguistic Ability

English Hindi Gujarati

Reference

Made available upon request

Employment History

2018 - 2021 | Gravity, India **Business Consultant**

2016 - 2018 | IMS Group, India Recruitment Consultant

Education

NMIMS Global Master of Business Administration (Distance learning) Pursuing

SNCC, Gujarat University Bachelor of Commerce

GSHSEB

High School Graduate | Commerce

GSHSEB

10th | General