

Curriculum vitae

DeepKumar Bhadja
Sr. HR Executive (Recruitment IT/NON IT)

Hello!

I am an MBA Graduate and result-oriented individual with 5+ years of experience in end-to-end Recruiting and HR operations. Experience in handling various HR processes:

- Recruitment & Selection
- Offer management & Onboarding
- Client / Vendor Handling.
- Stake Holder Management. (Onshore & offshore)
- Maintaining Source mix
- Quality check and monitoring
- Team up-skilling
- Work allocation to team members
- Resource Management
- HR Operations Possess knowledge of recruiting and HR operations including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing



Education

Jaipur National University

Master in Business Administration

2016 April -2018 May

Saurashtra University

Bachelor in Commerce

2013 April -2016 March

Work Experience

- **Tatvic Analytics**

Sr. Talent Acquisition Analyst

2021 March -2022 March

- **Tech Mahindra Ltd.**

Business Co-ordinator / HR Recruiter

2019 Apr -2020 Jul

- **Jay Career Connect**

HR Recruite

2016 March - 2019 March

- **Uma Friends Organisation**

Volunteer

2013 Jan - 2016 Feb

Language

- English
- Hindi
- Gujarati

Tool

- Naukri.com
- LinkedIn
- Basecamp
- Jira
- Workday
- Teleo
- Trello
- Customised ATS (Appscript)
- e.t.c





Tatvic Analytics

The recruiting, interviewing, and screening responsibilities of HR recruiters can be further broken down by daily job duties, which include:

- Partnering with hiring managers to determine staffing needs
- Screening resumes, Performing in-person and phone interviews with candidates
- Administering appropriate company assessments
- Performing reference and background checks
- Making recommendations to company hiring managers
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Communicating employer information and benefits during the screening process
- Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices
- Serving as a liaison with area employment agencies, colleges, and industry associations
- Completing timely reports on employment activity
- Conducting exit interviews
- Assess training needs through surveys, interviews with employees, or consultations with managers or instructors
- Working closely with various leaders across the organization and having a full understanding of their units and training requirements
- Embracing different styles of training techniques, including e-learning, tutorial sessions, or coaching
- Evaluate the training outcomes

Tech Mahindra Ltd.

- Manage Recruitment for IT & non-IT job roles
- Hiring for profiles with skill sets of working with R, Python, Advanced Excel, SQL, etc.
- Sourced & placed candidates for Data Analytics
- Worked on key specific skillsets like eCommerce, Supply Chain, Finance, etc.
- Preparing & calibrating on the Job Description with the hiring Manager
- Sourcing through various channels like Job portals, Referrals, Social Media & vendors
- Screening and scheduling interviews
- Offer to roll out, Compensation Fitment and Salary Negotiations.
- Stakeholder management
- Pre- onboarding of selected candidates
- Scheduling of pre- medical checkups, document collection, validation, and management.
- Responsible for Onboarding of Candidates of WL: 1 across PAN India
- Allocation of work to other team members
- Conducting quality audits for the team and upskilling
- Training new joiners in the team • Formulating and updating current SOPs • Process improvement
- Working on Taleo, Avature, Workday, Naukri, Abacus, etc.
- Offered various training workshops to audience • Maintaining daily, weekly and monthly reports
- Daily interaction with various stakeholders of HUL.





Jay Career Connect

- Responsible for taking care of various Entry level, Mid-level and Support level requirements.
- Discussing requirement with various Hiring Managers.
- Been a part of IJP interviews and also been a part of the decision-making process to select candidates or not.
- Assisted Bangalore team in meeting up with the numbers of large entry level hiring.
- Sourcing relevant profiles from Job Portals like Monster India, Naukri.com, Consultants and internal database.
- Was involved in grievance handling of employees of the various departments.
- Hands on experience of conducting pre-employment background checks.
- Performing initial screening of profiles as per the job description shared by line managers and scheduling interviews of shortlisted candidates.
- Planning and managing the Recruitment drives & conducting HR interviews.
- Salary / rate negotiation with candidates / vendors.
- Ensuring that a good "Offer: Joinee" ratio is maintained.
- Following up with Hiring Managers to understand the forecasted requirements.
- Regular follow-up with the selected candidates in pipeline to ensure a healthy joining ratio.
- Mentor junior recruiters and assist with helping them achieve their maximum potential.



Certification

- Lean Six Sigma (Green Belt)
- Rigors In Operations
- Resume Specialist: Politics and Legislation (CRS+HR)
- Talent Management by LinkedIn
- Associate Professional in Talent Development.
- Have been a consistent top performer across locations of PAN India.
- Updating trackers and sending New Hire Intimations before the batch joins.
- Have expertise in hiring for TL's, AM's and Manager Positions.



About Me

Name	- Deepkumar Bhadja
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Father's Name	- Ramanikbhai Valjibhai Bhadja
Netive city	- Junagadh
Current Location	- Ahmedabad

**Thank you
for listening!**