

Ankit Patel
Ahmedabad
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Objectives

Highly skilled, customer-centric and well-experienced HR Recruiter agent with great communication, organization skills, enthusiastic and positive approach to work seeks to establish a career with a company desirous of building a solid team of agents to manage inbound and outbound campaigns.

Strengths

College Degree; BBA
Certified; MS Office
Good Typing Speed <40
Excellent communication skills
Great analytical skills
Highly patient
Great people skills
Excellent disposition
Goal – oriented
Highly organized
Punctual

Work Experience

Feb 2014 – Aug 2018
TechMahindra
(JIO Processing, Acropolis Mall)

Integrated Resources Pvt. Ltd
(US Staffing, Prahladnagar)

Responsibilities:

- Assessed skill level of prospective candidates, conducted interviews, and discussed job responsibilities.
- Works to consistently meet all established goals and metrics;
- Delivered employee orientation and training.

- Provides customer support (manpower) services to various client requirement;
- Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Reporting, Vendor Management, Sourcing, Interviewing, Client Handling, Salary Negotiation , Executive Hiring, Contract Recruitment, Team Management.
- Experienced in Volume/Mass Hiring and Niche Skill Hiring
- Proficient in recruiting candidates from all levels Junior Level to Senior Level.
- Possess excellent communications and interpersonal skills.
- Doing administrative and clerical tasks
- Preparing and editing letters, reports, memos, and emails
- Maintaining folders on servers

Education

Gujarat University

BBA

2002 - 2005 - Gujarat

Della Internation College

Cert ||| in Business Administration

2011 - Melbourne

Courses

CIC in Computing, IGNOU

Personal information

Married, 1 child

DOB 17/06/84

Hobbies include reading, cooking, and music