

RISHAB BIPINBHAI GUPTA

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Mobile No. 9016430304

CAREER OBJECTIVE:

To Work with a Progressive organization in which I can contribute my skill to enhance my own Productivity at the same time achieving the organization objective with the attribute of time Quality and discipline.

Professional Experience:

Arise Career Solution Ahmedabad(02/02/2021) to (13/08/2021)

PROFILE:

Wish Workforce Augmentation is a growing IT Recruitment company, providing Human Resource to the IT Companies.

- End to end recruitment - identify and screening the candidates
- Mostly Coordinated with MNC IT Companies.
- Mostly do a Client Coordination for getting more details about Requirements.
- I do have Expertise in Non-IT Recruitment as well.
- Mostly I am Using Naukri, LinkedIn for Finding Better & Professionals for Reputed Company.
- Effectively recruited IT Professionals in a time-sensitive environment.
- Effectively recruited candidates through Internet research, internal database, calling, Referrals, etc.
- Head Hunting – identifying and approaching suitable candidates who may already be in work
- Using social media (Naukari.com, LinkedIn,) to advertise various positions which attract and ideates.

- Coordinating with candidates for interview & Conducting Telephonic or Skype Interview
- Interacting with candidates' initial screening. Understand their competencies & Skill sets making them understand job role.
- Providing complete, accurate, and inspiring information to candidates about the company and Position. Sourcing suitable candidates through Job Portals, Head Hunting and personal database.
- Preparing candidates for interviewing with the clients by providing detailed information about business strategy, job descriptions, and expectation.
- Job Posting
- Follow up with the Candidates till the joining is done properly, After Joining Feedback.
- Reference checking, Salary negotiation & job offerings, Creating Interview Call Letter, Verifying the Documents of selected Candidates.
- Coordinating with the company and with candidates after company selects the candidate.

PERSONAL STRENGTHS

- Positive Thinking
- Good learner by Observation
- Dedicated to Work
- Not Having Stage Fear
- Public Speaker
- Team Building
- Without Management and Plan I am not process further.

ACADEMIC PROFILE:

Sr.No.	Class	Board	Year	%
1	SSC	Gujarat Board	2016	50%
2	HSC	Gujarat board	2018	55.13%
3	BBA	Gujarat University	2021	60.45%

COMPUTER COURSES:

- MS Office

PERSONAL DETAILS:

Date of Birth : 02th SEP 2000

Religion : Hindu

Marital Status : Single

Gender : Male

Languages Known: English, Hindi, Gujarati,

Hobbies : Listening Music, Reading Books, Cricket and Travelling

Address:

67/A JANTANAGAR
NR O.N.G.C, CHANDKHEDA
AHMEDABAD 382424

REFERENCES:

Available on request

DECLARATION:

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

Date:**Place:** Ahmedabad**(Rishab Gupta)**