

Sanket D. Sojitra

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Experienced Recruitment Specialist with a demonstrated history of working in the human resources industry. Skilled in Human Resources, Relationship Building with good communication and interpersonal skills.

OBJECTIVE

To enhance my knowledge and skills to grow in the organization, good job opportunity in which I can learn new things & to contribute to the company with my best performance and responsibilities.

ACADEMIC RECORD

- Master of Business Administration (Human Resource Management) From N.R.V.B.M (2020).
- Master of Science (Analytical Chemistry) From M. M. Patel Institute of Science & Research, Gandhinagar (2017).
- Bachelor of Science (Chemistry) From M. G. Science Institute, Ahmedabad (2015).
- H.S.C from Gujarat Board (2012).
- S.S.C from Gujarat Board (2010).

PROJECTS

- (1) "Characterization Of Menthol Drug By Gas Chromatography Method" In M.sc
- (2) "Recruitment and Selection Process" In MBA

PROFESSIONAL EXPERIENCE

1) Intas Pharmaceutical Pvt. Ltd (SEZ) – Ahmedabad.
Qc Officer (GC Department) (Feb.2017 – March 2018)

2) Arise Solutions – Ahmedabad.
HR Recruiter (June 2019 – Sep. 2020)

Responsibilities:

- Design and prepare job descriptions.
- Sourcing resumes from job portals as per the requirement from client.
- Developing a good understanding of client companies, their industry, and their work culture and environment.
- Carrying out the complete Recruitment Lifecycle from posting, searching, and shortlisting to scheduling.
- Using Different Job portals like Naukri.com, Monster, LinkedIn, Indeed.
- Taking Telephonic Interviews & scheduling Interviews with Clients.
- Building relationships with clients.

- Requesting references and checking the suitability of applicants before submitting their details to the employer.
- Organizing interviews for candidate as requested by the client.
- Follow up with shortlisted candidates to submit the required documents and their information.
- Informing candidates about the results of their interview.
- Negotiate pay and salary rates and finalize arrangements with candidates.
- Managing the recruitment process for All Sector.
- Handling End to end recruitments.
- Analysis the requirements received from clients.
- Have exposure of working on MS Word, MS Excel, & Internet Explorer.

Client Handle:

- International BPO (Technical – Non Technical)
- International KPO (US Health Care Industries , Banking)
- International RPO (US IT Recruitment)

**3) Fedora Solutions (US Healthcare) –Ahmedabad.
Corporate HR (Recruiter) (Sep. 2020 – Sep.2021)**

Responsibilities:

- Sourcing & Screening resumes from job portals as per the requirement.
- Carrying out the complete Recruitment Lifecycle from posting, searching, and shortlisting to scheduling.
- Establishes recruiting requirements by studying organization plans and objectives and meeting with managers to discuss needs.
- Determines applicant qualifications by interviewing applicants, analyzing responses, verifying references, and comparing qualifications to job requirements.
- Communicating employer information and benefits during screening process.
- Performing in-person and phone interviews with candidates.
- Handling walk in interview.
- Head hunting.
- Performing reference and background checks.
- Making recommendations to company hiring managers.
- Coordinating interviews with the hiring managers.
- Following up on the interview process status.
- Completing timely reports on employment activity.
- Negotiate pay and salary rates and finalize arrangements with candidates.
- Have exposure of working on MS Word, MS Excel, & Internet Explorer.

4) Troikaa Pharmaceuticals Ltd –Ahmedabad.
Officer - HRD MKTG at Head Office (Sep.2021 – Till date)

Responsibilities:

- Sourcing candidates through job portals and references (Optional).
- Coordinate with candidates regarding their documents.
- Verify authenticity of candidate documents.
- Maintaining data of candidates and new hires.
- Scheduling interviews.
- Issue offer letter to selected candidates.
- Sending circulars to various departments about selected candidates.
- Coordinate with HR colleague for PF, ESIC, Salary Account Opening, Travel arrangements for selected candidates.
- Coordinate with travel desk for stay arrangements for selected candidates during their induction/training period.
- Coordinate with Trainers about attendance of trainees.
- Prepare dossier of selected candidates for HR to issue appointment letters.
- Update employee details in portal at different stages about candidates/new hires.
- Maintain list of rejected/withdrawn candidature/not-joined candidates and intimate the same to Head Office.
- Communication through mails and circulars about Recruitment activities.
- Assisting other departments as directed by HODs/Senior Management.

SKILLS HIGHLIGHTED

- Human resource management.
- Talent acquisition.
- Knowledge of computer fundamental.
- Good English communication.

INTER PERSONAL SKILLS

Believing in team work, initiative, sincerely, trustworthy, eagerness to learn from others and accepting challenging assignment & work for best under pressure.

COMPUTER LITERACY

- MS office (word, excel)
- Good knowledge of internet & E-mail.

PERSONAL DETAILS

Date of Birth : 19 Sep. 1994
Gender : Male
Nationality : Indian
Marital status : Married
Languages Known : Hindi, English, Gujarati.
Strength : Hard working & Honest, Positive thinker.

