

Kiran Sawlani

Ahmedabad, Gujarat
+91 8238367715
kiransawlani2312@gmail.com

EXPERIENCE

Nevina Infotech Pvt Ltd., Ahmedabad— HR IT Recruiter

January 2023 - PRESENT

Recruitment and selection

- Develop, facilitates, and implements all phases of the recruitment process.
- Worked and closed the position like Full Stack Developer, React.js Developer, Laravel developers, Flutter Developer, SEO Executive, Digital Marketing Manager, UI UX Designer etc
- Coordinate with Director & Team Lead to understand recruitment requirements
- Screening of applications and selecting qualified candidates.
- Figure out various effective channels of recruitment and build a network to ensure the same.
- Coordinates and liaises with prospective employees and for their candidature for various profiles and interview schedules.
- Coordinate with the interviewer panel for taking interviews and finalizing candidates.
- Conducting background check process for new joiners

Joining & Induction

- Taking care of joining formalities of New Joiners
- Designed a structured Induction program for all new joiners
- Responsible for New joiner's orientation and induction.

Compensation, appraisals and benefits

- Ensure that appraisals are initiated and done on time
- Liaise with appraiser and appraiser to ensure proper appraisal process. Issuing appraisal Letter after coordinating with management.
- Calculate and ensure that salaries are done on time and salary related issues of employees are resolved by management on time.
- Coordinating with Banks for Salary A/c opening and related issues

SKILLS

Talent Acquisition
Recruitment
Communication
Time Management
Critical Thinking
Coordinating skills
Human Resources
Linkedin Recruiter

Certificate

Excel with LinkedIn Recruiter
Assessment offered by
LinkedIn Talent Solutions

LANGUAGES

English

Hindi

Gujarati

HR Administration

- Welcome the visitors and prospective candidates being the face of organization
- Maintain proper profiles of all the employees and keep a track of their improvements, training needs, acquired skills etc.
- Keep track of leaves, holidays and attendance.

Event Management Activities

- Managing all organizational events.
- Organizing activities on all the festivals like Holi, Republic Day etc.

Resignation & Exit

- Handling all employee resignations
- Employee Retention

Universal Hunt Pvt Ltd, Ahmedabad — *HR Business Consultant*

July 2021 - December 2022

- Handling end to end recruitment including sourcing, screening, interview coordination, Team Handling, client handling, candidate management etc...,
- Dynamic and result oriented individual with strong technical recruitment experience and placing candidates across various industry domains and verticals': Group of companies, Retail, Financial services, Banking, Manufacturing, IT, Etc.
- Strong experience in direct sourcing with Job portals like Naukri, Monster Gulf, LinkedIn Recruiter and Times jobs, Indeed and different social media.
- Experience in sourcing candidates through different channels directs sourcing, social networking, Employee Referrals, market Intelligence, job board selection and posting.
- Having experience in permanent, contract and contract to hire placements.
- Hands on experience in sourcing active and passive candidates using multiple recruiting tools
- Self-motivated personnel with strong communication and interpersonal skills.
- Quick learner and always interested in learning new things.
- Recruiting for all level openings from medium to senior level for Sales, Operations, Accounts, Finance and Chartered Accountant, General Manager, Digital Business Officer, CEO, Full Stack Developer, Blockchain Developer, Android Developers, Machine learning engineers, etc.
- Supported and trained new team members in the team.

- Answered and direct calls courteously and efficiently.

EDUCATION

NMIMS (Narsee Monjee Institute of Management Studies, Distance Learning — *MBA in Human Resources*

February 2022- Present

Gujarat University, Ahmedabad — *Bachelor's in Commerce*

June 2017-December 2020