

# Kiran Thakor

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## **PROFESSIONAL SUMMARY**

HR Executive with 2+ years in Human Resources and end-to-end recruitment.

Over the past 2 yrs of my career as an HR Recruitment Professional, I have helped many departments find suitable and qualified candidates for their needs.

This has required ample research, knowledge of position requirements, and communications with prospective candidates in pre-screening.

In this role, I have gained a lot of hands-on experience communicating with executives and interviewees, assisting HR professionals, and conducting research on the market and possible employees.

## **PROFESSIONAL EXPERIENCE**

### **Asite Solutions Pvt Ltd**

**February 2021 - April 2023**

Global Software Product-based Company

Ahmedabad, Gujarat

#### **Human Resource Executive**

- To support the Human Resources (HR) department and personnel with day-to-day activities.
- Assisting with recruitment, coordinating with job applicants, follow-up emails/calls, and conducting interviews.
- Worked for Majorly Fresher and Mid-level Executive positions.
- Screening resumes of the candidates based on the job description
- Shortlisting resumes based on several search factors such as skills, location, experience, previous employers etc.
- Finalizing interview schedule
- Maintaining Hiring Database.
- Responding to other ad-hoc queries from other personnel in the company.
- Any other tasks assigned by the Leads.

#### **For Sourcing: -**

- I used Naukri Portal, (Primary level)
- Secondary level: - Would prefer LinkedIn (Using google X-ray tools), making it easier to connect with the employees directly. Also, by posting advertisements directly.
- And last, I always ask for referrals. As a recruiter, it's our responsibility to think out of the box and discover new techniques for sourcing relevant candidates.

#### **Position Worked on:**

- IT : - Java Developer, UI Developer, QA Manual/Automation, Customer Support Advisor, SQL Developer, DevOps, Information Security Specialist, etc.

## **EDUCATION**

### **Master Of Business Administration In HR**

Gujarat Technology University - **2019 - 2021**

R.H. Patel Institute of Management, Goblaj

With Distinction CPI – 8.16 (First Class)

### **Bachelor Of Commerce**

Gujarat University - **2015 – 2018**

Vivekanand Vanijya College, Ahmedabad

With 60% (Accounts)

### **Higher Secondary School**

G.S.E.B. - **2015**

Jagruti High School

With 71%

### **Secondary School**

G.S.E.B. - **2013**

Jagruti High School

With 60%

## **PROJECTS**

### ***Comprehensive Project (CP)***

Factors Affecting Employees' Motivation in the Automobile Industry in Ahmedabad

### ***Summer Internship Project (SIP)***

Impact of Coronavirus on the Pharmaceutical Industry

## **SKILLS**

### **Professional Skills**

- Recruitment and selection
- Highly motivated and eager to learn new things
- Motivational and Leadership skills
- Ability to produce the best result in a pressure situation
- Good Communication skills
- Employee Relationship & Team building skills
- Time management, Listening skills, Confidence
- Body language skills, Teamwork skills
- Job posting, Sourcing, Screening & Interviewing
- Reliability

### **Technical Skills**

- Awareness of Computer, Microsoft applications (Word, PowerPoint, Excel, Teams, Outlook, etc.)

### **Certificate**

Telly ERP 9 From Mangalam Computer Education, 2019

### **Languages are known**

English, Hindi, Gujarati

**(Kiran S. Thakor)**