**Upadhyay Nishit Shaileshbhai**

**+91 9712139584, +91 9726423839**

**Email: abnishit007@gmail.com, nishit.28793@gmail.com**

**Carrier objective-**

* **To become a Human Resource Professional with focus in Talent Acquisition & Management**

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **University/Board** | **Percentage/Grade** | **Passing Year** |
| PGDHRM (Pursuing) | Symbiosis University |  | 2019 |
| MBA | Anand Institute of  Management (Gujarat Technological University | 71.9% | May 2015 |
| BBA | Sardar Patel University | 56.9% | April 2013 |
| HSC Commerce | GHSEB | 72% | April 2010 |

**Experience**

**MM MANAGEMENT Consultant**

**Senior Recruitment Consultant**

**June 2019 to date**

* **End to end Recruitment for Middle East Asia,PAN INDIA,Africa,UK**
* **Responsible for Services delivery and TAT**
* **Training and development**

**Xovec Global**

**Sr.Technical Recruiter**

**March 2019 to May 2019**

* End to end Recruitment for IT domain across UK and Europe.
* Shortlist,quality and Interview Candidates
* Sourcing majorly through linkedin,jobsite and database
* CRM-Bullhorn

**Nandan Terry Pvt Ltd**

**December 2017 to Feb 2019**

**HR EXECUTIVE**

* Identifying requirements of corporate in various departments and units.
* Sourcing of Candidates from various sources such as Naukri. Com, LinkedIn, Indeed etc.
* Screening of Candidates and taking Telephonic Interview and scheduling for Telephonic and Skype Interview with Top Management.
* Coordinate with Various functional heads for smooth conducting of Personal Interviews.
* Negotiation of Salary with Selected Candidates.
* Roll out Offer and Appointment Letters.
* Joining Formalities & Induction
* Verifying all the documents on the day of joining. Generation of Employee Code, Email Ids, Visiting cards, CUG connection, Salary Account, ID Card, Biometric registration
* HRMS/HRIS Entry
* Arrange travel & Accommodation
* Maintain Data of candidates related to Offer, rejected, backout, Hold
* Support Administration activities including Utility payments, Housekeeping, Facility management, misc. admin activities
* Provide support to HOD in Employee Engagement Activities

**Recruitment Consultant- Manpower Solution Pvt. Ltd (October 2015 - Nov 2017)**

**Ahmedabad, Gujarat**

* At IMS I am responsible to work with various projects for national and international location, which provides me wide exposure in various fields. I am working on PAN India, Africa & Middle East Region talent requirements which involves Expatriates hiring and various other projects based including pilot projects as well.
* I have Experience in FMCG, Retail, Hospitality, Education, Logistics & Shipping, Real estate and construction, Engineering Services, Oil & Gas, BPO/KPO, and IT Industry.
* Expertise in sourcing candidates from base level to higher level as per client requirement from job portal, through company mapping, headhunting, passive search and using social media sources in order to provide quality candidates for our esteem clients.

**Responsibilities-**

* Handling end to end recruitment for Middle East, India & Africa Locations
* Lead Generation
* CV Sourcing, CV Formatting & Job Posting
* Referencing, Head hunting, Passive search
* Playing the role of mediator between client and candidate
* Ensure clients and candidates receive first class service
* Building database
* Shortlist, qualify and interview candidates
* Accountable for the management of the whole recruitment cycle
* Offer letter, Resignation
* Negotiations
* Training & Development

**Achievements at IMS ONE WORLD**

* **Top Performer: Recruiter of Month January 2017**
* **Top Performer: Recruiter of Month November 2016**
* **Top Performer: Recruiter of Month August 2017**
* **Top Performer: Recruiter of Month September 2017**
* **Top Performer: Recruiter of Month October 2017**
* **Top Performer: Quality Excellence: November 2016**

**Industrial Training/Projects Undertaken**

* Summer Internship Project (Study on Consumer Behavior towards new plans of LIC in City of Baroda) at LIC India, Raopura Branch, Baroda.
* Comprehensive Project –Market Research on “Parents Behavior towards Vaccination in Anand-Nadiad City
* Global Country Study Report –Market Research-Comparative study on Pharmaceutical Industry in India-France.
* Marketing Research -Study the Preference of Post Graduate Students towards Branded Clothes in Anand City.

**Extra-Curricular Activities**

* Attended National Seminar"A Strategic Perspective on Innovation Management and Entrepreneurship Development in India"at Anand Institute of Management,March 2015
* Attended National Seminar"“Prospects and. Challenges for *Management* in Indian Economy”" at Anand Institute of Management,March 2015
* Participated In Bheja Fry-2015 at Anand institute of Management
* Participated in “Swarnim Gujarat Quiz Competition” and got 3rd Rank in Anand Commerce College

**Personal Details**

* Nationality-Indian
* Birth date -28th July 1993
* Marital Status-Single
* Home Town - Anand
* Location-Ahmedabad, India