**Ajay Gaikwad**

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**CAREER OBJECTIVE**

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a professional, use and develop my aptitude to further organization’s objectives and attain my career targets in the progress.



**EXPERIENCE SUMMARY**

* Competent and diligent professional with around **9.6+ years** of experience in E2E Recruitment.
* Focused & Strategic planning with approach towards meeting BSC, KPI & Targets in respective timeline.
* Taking new initiative to control overall TAT of a project & at the individual level.
* Utilized creative sourcing techniques to target and cold call passive candidates as the firm did not have an applicant tracking database system. Global Dashboards, Reports, Market Mapping & Talent Management.
* Expertise in end-to-end recruitment campaign, building good partnerships with candidates from across the globe.
* Experience in working with various clients such as, **Hyundai Motors,** **TATA Motors,** **HARMAN (JBL)**, **Morgan Stanley, CITI, JP Morgan, LTI, John Dear, Dodge, Amdocs, and Cisco etc.**



**EDUCATIONAL QULIFICATION**

* B.B.A. (HR), Indira College of Commerce & Science, Pune University, 2015
* P.G.D.B.M. (HR), MIT Management institute of Distance Learning.



**TECHNICAL SKILLS**

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| --- | --- |
| **Recruiting Tools** | Naukri, LinkedIn, Monster, indeed, Facebook |
| **ATS Tools Used** | SuccessFactors, Hirecraft, Peoplesoft, ALT 2023, Taleo. |
| **Office Automation** | Advance Excel, Dashboards, HRIS, PowerPoint Presentations, MS Forms |
| **Certification** | Core HR Practices & MS-CIT |



**PROFESSIONAL EXPERIENCE:**

**TENNECO Clean Air July 2024 to till date**

**Designation: Senior TA Specialist**

**Clients: Leadership Hiring (Internal)**

**Responsibilities:**

* Making sure KPI & Business timelines are met though right candidate at the right time.
* Publishing Global Reports to all the business for Headcount as well as reductions reports.
* Managing End to End recruitment process for Leadership hiring Pan India.
* Talent Mapping + Market mapping for technical as well as non-technical roles into Automotive sector.
* Using continues improvement into approaching candidate for more talent attraction.
* Creating Banners for LinkedIn employer branding through Canva.
* Headhunting candidates from various connections on LinkedIn, maintain relationship with external as well as internal connections in leadership for quick closure with right candidate.
* Assess candidate with cross function interview coordination for their leadership quality in inter-link department as well.
* Certified with P3 Certification along with 5S.
* Making sure budgets and CTC expectations are to be kept in control with tough negotiation with candidates.
* Keeping a tab on leadership movement basis daily discussion with HR directors to understand further SOP.
* Tracking all the onboarding tickets with HRIS team for better onboarding experience.
* Leading review calls for Weekly, Monthly status on recruitment with Global Leadership Team.
* Coordinating with Global & Local HR team for upcoming resignation for back profiles.
* Weekly meetup with leadership on ground level challenges & confidential positions update.



**Taggd (Peoplestrong) Dec 2022 to Jul 2024.**

**Designation: Assistant Manager – TA**

**Clients: RPO**

* **TATA Motors – PV, CV & EV (Pimpri) : Dec 2022 – Feb 2024**
* **Hyundai Motors – PV (Talegoan Dabhade) : Mar 2024 – Jul 2024**

**Responsibilities:**

* Heading operations Pan India hiring for TATA Motors, from Pune CV plant, with E2E solution to recruitment.
* Making sure quarterly & Yearly KPI met through strategic planning & taking new initiative to control the TAT (Turn-around Time).
* Daily interactions with stakeholders for better clarity on upcoming / forecasted & current positions.
* Conducting F2F Drive including planning, Coordination & Execution of Drive in Pan India Locations.
* Managing Team of 8 recruiters with daily calls, updates, requirement reassigning & setting up goals for daily targets
* Running LinkedIn & Employee Referral campaign from TML official page for EV engineering & Operations as function along with monthly throughput/report of outcome.
* Publishing daily & Monthly ATS reports for individual performance understanding of recruiters + for better tracking of Joiners & Numbers.
* Creating PPT for HR offsite & HRLT for project review & performance improvement.
* Providing Skill Mapping & Market intelligence to business if need be.
* Reviewing consolidated Tracker for any potential miss.
* Creating MS form for Employee Referral & LinkedIn Campaign.



**Calsoft Inc., Pune (Permanent – Full time) Jan 2022 to Dec 2022**

**Designation: Senior Executive – Talent Acquisition**

**Clients: Internal – Cisco, VMware, Dell**

**Responsibilities:**

* Managing Team of 3-5 recruiters with daily calls, updates, requirement reassigning & setting up goals for daily targets
* Training new joiners in TA for smooth workflow understanding.
* Working on Top 3 Account of Calsoft with leadership hiring to get maximum revenue generation.
* Interacting with Project directors & Technical people for better understanding of Position.
* Coordinating interviews with clients directly.
* Conducting & Hosting Virtual / F2F drive over pan India for urgent requirements.
* Making sure offered candidate Post Offer Engagement happens on time for better conversion.
* Collecting documents from candidate for validation & Offer process.



**Harman Connected Services, Pune (Permanent – Full time) Sep’19 to Feb 2021**

**Designation: Talent Acquisition Associate**

**Clients: Internal Project hiring (Mostly Automotive Project)**

**Responsibilities:**

* Managed end-to-end recruitment process for open positions assigned. This includes sourcing, prescreening, scheduling interviews & coordinating.
* Managed recruitment Drive for Variety of skills & managing database for it.
* Update reports and trackers for daily status.
* Collecting documents from candidate for validation & Offer process.
* Initiate BGV for each candidate.
* Daily connect with candidate for confirm joining.
* Keeping tool compliance with status & Feedback in tools post interview or offer released.



**Capgemini Pvt. Ltd., Pune (Team lease Payroll) Jul’18 to Sep 2020**

**Designation: Consultant (Recruitment)**

**Clients: HSBC, BNPP & Various Banking & Service based Clients.**

**Responsibilities:**

* Managed recruitment process for open positions assigned. This includes prescreening, scheduling interviews & coordinating.
* Collecting documents from candidate for validation & Offer process.
* Initiate BGV process for each offered candidate.
* Managed recruitment Drive for Niche skills & managing database for it.
* Hire for all position’s junior developers to Senior Managers/ Group Managers
* Updated reports and trackers for daily status
* Daily connect with candidate for confirm joining.



**Xoriant Solutions Pvt. Ltd., Pune Feb’17 to May’ 18**

**Designation: Recruitment Executive**

**Clients:** **Morgan Stanley, CITI, KPMG, Hitachi, SAP Ariba**

**Responsibilities:**

* Managed end-to-end recruitment process for open positions assigned. This includes sourcing, prescreening, scheduling interviews & coordinating
* Used different modes of sourcing job boards, referrals, social media, and database
* Managed recruitment pipeline at any given time
* Proficient in hiring for generic and niche skill set
* Hire for all positions junior developers to Senior Managers/ Group Managers
* Updated reports and trackers



**Alike Thoughts Info Systems Nov’15 to Feb’17**

**Designation: IT Recruiter Trainee**

**Clients: LnT Infotech, ATOS, Bristlecone, Xoriant, Mobility Solutions**

**Responsibilities:**

* Involved in recruitment, sourcing right candidate, calling, and scheduling
* I have been in ATOS for Drives to coordinate with Recruiters of ATOS
* Conducted 8 Walk-in drives where I have performed the MIS part with Interview patching with Panels on Call



**DECLARATION**

I, hereby declare that all the information provided here is correct to the best of my knowledge.

**Place:** Pune, India **Signature**