

JATIN SOLANKI

HR RECRUITER

8448465906 | solankijatin2363@gmail.com

SUMMARY

Highly motivated HR professional with hands-on experience in full life-cycle recruitments, talent sourcing, and onboarding, coupled with a background in employee relations and operational efficiency. Seeking an HR Recruiter role to identify, attract, and onboard top talent, efficiently meeting dynamic business needs.

PROFESSIONAL EXPERIENCE

Basics Of Immigration Consultancy Services - INTERNSHIP

May 2024 - August 2024

- Spearheaded end-to-end recruitment processes, including sourcing, initial screening, telephone, and face-to-face interviews, and onboarding for various roles to meet staffing requirements.
- Conducted initial screening interviews and telephone interviews with prospective applicants, assessing hiring needs and candidate fit.
- Managed HR documentation, payroll coordination, ensuring accurate record-keeping.
- Led new hire orientation and onboarding sessions, enhancing employee integration and engagement.
- Leverage various resources, including cold calling and formal/ informal networks, to directly source qualified candidates.

Shree Balaji Enterprises Pvt. Ltd. | Non-Ferrous Metals

March 2021 - December 2022

- Oversaw employee relations, conflict resolution, and workplace policies, ensuring a positive work environment.
- Managed vendor negotiations, procurement processes, and inventory coordination for cost optimization.
- Implemented cost-cutting initiatives and process improvements, leading to enhanced operational efficiency.

AREA OF EXPERTISE

TECHNICAL SKILLS: MICROSOFT EXCEL, GOOGLE SHEETS, ORANGE HRM

HR SKILLS: EMPLOYEE RELATION, INDUSTRIAL RELATIONS, BENEFITS & COMPENSATION, LABOUR LAW COMPLIANCE, TALENT AQUISITION, ONBOARDING, COLD CALLING, INHOUSE RECRUITMENT

KEY ACHIEVEMENTS

- Successfully recruited and onboarded 50+ sales consultants, enhancing the company's revenue potential.
- Implemented HR process automation, reducing manual workload by 5-7% and improving efficiency.
- Led a cost-saving initiative in operational processes, achieving 3-5% reduction in expenses.
- Developed a new employee retention strategy, improving workforce stability and job satisfaction.

CERTIFICATIONS

- HR , people data & analytics fundamentals
- Talent acquisition management
- Complete Organization Masterclass
- HR business partner
- HR Payroll management

EDUCATION

Ramachandran International Institute of Management, Pune

July 2023 - May 2025

P.G.D.M. - Human Resource Management

PDM University , Bahadurgarh

English Hons.

August 2018 - May 2021