**Shubham S. Thorbole Location – Kothrud, Pune**

**Email-id –** [**Prafulthorbole@gmail.com**](mailto:Prafulthorbole@gmail.com)

**Mob no – 8669076821 / 9665998795**

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| **Professional Summary** |
| * 4+ experience in IT / Non-IT Recruitment, Talent Acquisition, Coordination, Reporting, Negotiation, Vendor Management. * Vast experience in recruitment activities starting from writing jobs, understanding job description, taking interviews and selection. Involved in full life cycle of recruiting including searching, Sourcing, qualifying, scheduling interviews. * Domain Knowledge - BFSI, Healthcare, E-Commerce, Logistics / Cargo, Manufacturing. |

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| **Recruitment Tools:** |
| * **Job Portals/Boards:** Naukri, Indeed(Previously Times jobs, Monster India) * **Social Media:** LinkedIn, Facebook * **Other sources:** Headhunting, References |
| **Recruitment skills:** |
| * **Posting Strategies:** Job Portal Postings, Open Source Internet Posting. * **Marketing Strategies:** Competitor Analysis, Research, Employer/Employment Branding. * **Search Techniques:** Direct Search, Headhunting, Boolean Search. |

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| **Professional Experience:**  **mPHATEK System, Pune** | **Dec 2019 – Present** |
| **IT Recruiter** | |
| **Responsibilities:**   * Responsible for handling end to end recruitment cycle. * Responsible for locating potential candidates for initial screening, short listing resumes through various job portals, database, headhunting and internal /external references. * Conducting/Taking telephonic and personal interviews in coordination with the head. * Coordinate with managers/leads to take further round of interviews and setting up phone interview/face to face as per the requirement criteria and consultant availability. * Co-ordinate with the HR’s/Managers to take feedbacks and close the position as earliest with right talent. * Negotiation, follow up and maintaining healthy relationship with candidate.   **Generic Skills:**  Java Developer, Python Developer, Java Technical Architect, Dot Net Developer, MSBI / ETL Developer, SFDC Developer, Manual Test Engineer, Machine Learning Developer, Front-End Developer, Delphi Developer, Social Media Analyst, Graphic Designer, Android Developer. | |

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| **Professional Experience:**  **Magic Software Enterprises India Pvt. Ltd., Pune** | **Sept 2018 – November 2019**  **Past Nov 2017 to March 2018 (4 Months)** |
| **Recruitment Consultant** | |
| **Responsibilities:**   * Responsible for handling end to end recruitment cycle. * Responsible for locating potential candidates for initial screening, short listing resumes through various job portals, database, headhunting and internal /external references. * Conducting/Taking telephonic and personal interviews in coordination with the head. * Coordinate with managers/leads to take further round of interviews and setting up phone interview/face to face as per the requirement criteria and consultant availability. * Co-ordinate with the HR’s/Managers to take feedbacks and close the position as earliest with right talent. * Responsible for maintaining employee’s personal files and records. * Joining formalities- sending offer letter on email and preparing appointment letter, orientation of the new employee, documentation. Creating Bank accounts etc.   **Generic Skills:**  Java Developer, Dot Net Developer, Product Support Analyst, Integration Developer, QA Engineer, Mobile Automation QA Analyst, Java Technical Lead, Principal Software Engineer, Mean Stack Developer, Full Stack Developer, Angular Developer, Magic Developer, Front / UI Developer, PHP Developer, AWS Support Specialist, Cargo Support Specialist, C++ Developer, Business Development Executive, Accounts Executive, System Support Engineer, C# with WPF Developer (MVVM). | |

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| **Professional Experience:**  **SAN HR Advisors LLP., Pune** | **March 2018 to September 2018 (6 Months)**  **March 2016 to November 2017 (1.8 Years)** |
| **Sr. Technical Recruiter** | |
| **Responsibilities:**   * Involved in end to end recruitment process which includes requirements gathering and ensuring all approvals before initiating the hiring plans. * Time to time interact with clients (PAN India). * Sourcing the right profiles through job portals, employee referral, social media, networking. * Filter and review complete candidate profiles/resumes and evaluate applicants work history, education and training, job skills, desired salary and personal qualifications against open requirements. * Initial check on communication skills while calling for the requirements. * Track details of the candidates in System as well as in master excel sheet. * Get all necessary documents from the candidates, and follow up with them for offer acceptance and joining, * HR discussion, negotiation with the candidates. * Interacting with all offered candidates on timely basis to ensure to get required information which is required to make smooth joining and on boarding formalities. * Sharing new joiners’ information with the respecting stakeholders. * Convey feedback to the candidates in order to maintain a healthy relation with them in present and in future   **Generic Skills:**  **IT Recruitment -** Full stack Developer, ASP.Net Developer, PHP Developer, QA Analyst, SEO Executive, Graphic Designer, TFS Admin, SharePoint Developer, E-Commerce Executive, Front End Developer, System Administrator, 3D Modeler, Sr. Java Developer, Wind-chill PLM Developer, ARAS PLM Developer, Java developer.  **Non-IT Recruitment** - Assistant Editor, Accounts Executive, Front Desk, Sales Coordinator, Stores Executive, Business Development Executive, Embedded Engineer, Area Sales Manager, HR Generalist, Logistics Executive, Mechanical Design Engineer, Product Support Manager.  **Domain / Industry:**  Software IT (Product and Service), BFSI, Healthcare, Manufacturing, E-Commerce, Civil-Infrastructure, Animation. | |

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| **Education Summary:** |
| * **Bachelor of Computer Application from YCMO University** with 7.48 CGPA in 2019 * **Diploma in Information Technology from Government Polytechnic, Nagpur** with 67.75% in 2015. * **10th Standard -Maharashtra State Board, 2012** with 71.27% in 2012 |