

Kishor S. Dhamdhare

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Professional Summary:

- 16+ Years of experience in all phases of IT, Engineering Services and Research and Development recruitment. Well versed in different technologies across all platforms.
- Experience in recruiting candidates in niche technology areas such as Telecom, Networking, Embedded, Wireless Technologies, Automotive Embedded Electronics, Internet Technologies and Microsoft Technologies Specialized in recruiting the project leaders & above that involved managing the process end-to-end.
- Good Experience in Recruitment of ERP Professionals like Oracle Apps Technical and Functional Consultants, SAP Professionals, Oracle DBA, Data warehousing professionals.
- Strong experience in Active, Passive sourcing and market intelligence.
- Experience in project based requirements - Temp Staffing, contract to hire

Good Experience on BFSI, PDM and PLM, ERP, Telecom and Healthcare domains for IT.

Also possess good experience and exposure in Engineering Services and Research and Development companies.

Employment History:

- **Citi Corp (Payroll of PERSOLKELLY) from Feb 2022 to May 2023**

Role – Talent Acquisition Partner

Responsibilities

- Independently handling entire Recruitment division of from sourcing profiles to offer rollout, onboarding.
- Directly working with Director, BU Head and Hiring Manager to full fill open requirements.
- Sourcing profiles from different job portals and social networking sits, scheduling shortlisted candidates interviews like skype, Telephonic, or F2F.
- Expert in sourcing immediate joiners or full-fill Immediate open positions in short period.
- Strong knowledge on various sourcing methodologies including Job Portals, networking, referrals, head hunting, Job Postings, passive sourcing.
- Responsible for Fresher, Mid-level, Senior, Manager & leadership hiring.
- Experience in Salary Negotiation, Offer Release, Onboarding, induction, Salary Account to bank, Scheduling Fun activities, Sending birthday email etc.
- Coordinating with the external recruitment firms, Vendors, Conducting Walk-in, Scheduled events/Drive.
- Maintaining different recruitment trackers, sharing daily/weekly report status to management.
- Also, supporting to Business Development team, having valuable experience working on LinkedIn sales portal, research analyst.
- Mentoring team of 8.

- **NCSI Technologies India Pvt Ltd from Jul 2019 to Feb 2022.**

Role – Assistant Manager – HR (Talent Acquisition)

Responsibilities

- Independently handling entire Recruitment division of from sourcing profiles to offer rollout, onboarding, Documentation, Induction etc.
- Directly working with Managing Director, India Head, Project Managers & Hiring Manager to full fill open requirements.
- Sourcing profiles from different job portals and social networking sits, scheduling shortlisted candidates interviews like skype, Telephonic, or F2F.
- Expert in sourcing immediate joiners or full-fill Immediate open positions in short period.
- Strong knowledge on various sourcing methodologies including Job Portals, networking, referrals, head hunting, Job Postings, passive sourcing.
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- **Agiliad Technologies Pvt Ltd** from Jan 2018 – 6 Nov 2018 (Contractual Role)
Role - Senior HR – Recruiter

- **SphereGen Technologies Pvt Ltd** July 2015 –Apr 2016(Contractual Role)
Role – Senior HR- Talent Acquisition

- **FutureStep a Korn Ferry Company** (Payroll Company – Marketing and Management Solutions) July 2013 – July 2015
Role – Talent Acquisition Specialist

- **Manaccel Management Consultant** Feb 2011 - June 2013
Role – Technical Recruiter

- **Guardian Manpower Consulting** (Recruitment and Staffing) Sep 2008 to Jan 2011
Role - Senior Recruiter

- **Deeva Networks Pvt Ltd.** (Recruitment and Staffing) Dec 2006 –Sept 2008
Role - Senior Recruiter

- **OS2i India** Feb 2006 to Nov 2006
Role – E-Recruitment Specialist (Sourcer)

Summary of Responsibilities Handled

- Sourcing, Screening, Scheduling, Salary negotiation and on boarding.
- Follow with Hiring Managers and candidates at different stages
- Maintaining and managing skill wise candidate data
- Drafting standard templates for placing current job openings on internet job-boards and sending out emails to my team members for better access to quality resumes.
- Headhunting abilities, including experience in doing cold calling.
- Team Handling
- Managing stake holders (India and US)
- Interacting with the hiring managers for understanding the details of requirement
- Taking care of joining formalities
- Worked on Project based requirements - Temp Staffing, Contract to hire
- Managing and maintaining employee data.
- Background verification of candidates
- Salary negotiation, Offer generation on boarding and exit interviews.
- Prepare weekly/monthly reports of actual performance and review the same with Manager.
- Heading the total Recruitment (Delivery) Function.
- Maintaining client relation.
- Conducting various events like Drives, Presentation and Campus Recruitment.
- To Initiate the Strategic Business Unit of the organization.
- Continuous communication with the candidates so that turnout at the scheduled interviews is maximized.
- Networking (Referral Making, meeting people, maintaining good rapport with people.)

Personal Information:

- Date of Birth: 24th Oct 1980
- Married
- Address – Gat No 167, Plot No 18 and 19, Aishwarya Aangan Phase 2, Bakori Road, Dhage Vasti, Opposite Vayudoot Transport, Behind Anushree English Medium School, Lonikand, Pune 412206.

Education: Bachelor of Arts from Pune University

References will be provided upon request.

