

Mayank Chauhan

Talent Acquisition Specialist

📍 Street No. 3 Near Nava Darvaja Vadi plot Wadhwan City, Surendranagar, Gujarat
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📅 28th August 1995

OBJECTIVE

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

LANGUAGE

- English ★★★★★
- Hindi ★★★★★
- Gujarati ★★★★★

SKILLS

- Head Hunting ★★★★★
- Communication Skills ★★★★★
- Microsoft Excel ★★★★★
- Interviewing ★★★★★
- Coordination ★★★★★
- Administration ★★★★★
- Time Management ★★★★★
- Adaptability ★★★★★
- Quick Learner ★★★★★

INTEREST

- Games
- Anime
- Trekking

WORK EXPERIENCE

→ Feb 2019 - May 2020

HR Executive Cum Admin

Patel Trading Company
-> Sales Recruitment
-> Employee Attendance
-> Sales Coordination

→ Dec 2020 - Nov 2021

Sr. Human Resources Recruiter

Vijeta Placements
-> Team Management of 6 Jr. Recruiters
-> Responsible for their Recruitment and Technological Training
> Edit and post technical job descriptions
-> Source potential candidates on niche platforms, like Naukari.Com, LinkedIn and Many Job Portals.
-> Parse specialized skills and qualifications to screen IT resumes
-> Perform pre-screening calls to analyze applicants' abilities
-> Interview candidates combining various methods (e.g. structured interviews, technical assessments and behavioral questions)
-> Coordinate with IT team leaders to forecast department goals and hiring needs
-> Craft and send personalized recruiting emails with current job openings to passive candidates
-> Participate in tech conferences and meetups to network with IT professionals
-> Compose job offer letters
-> Onboard new hires
-> Promote company's reputation as a great place to work
-> Conduct job and task analyses to document job duties and requirements Keep up-to-date with new technological trends and products.
-> Guide them, Motivate them for the recruitment drivers.
-> Train & Guide New Joiners.
-> Coordinate with Respective HRs of Client Companies.
-> Maintain Rapport with Candidates.
-> Maintain Excel Data of Juniors

→ Dec 2021 - March 2022

Sr. Human Resources Executive

Solution Analysts Pvt. Ltd.
-> End to End Internal Recruitment
-> Help and Support HR Manager for Documentation
-> Manage Onboarding for New Joiners
-> Help & Support Payroll team for Offer letter generation.
-> Attendance Management
-> Arrange Weekly Fun Friday activities and Employee Engagement Activities.

→ April 2022 - Jan 2023

Talent Acquisition Manager

Technicolor Creative Studio
-> 360° Internal End to End Recruitment
-> Handled Weekly Onboarding
-> Main Contact person between employees and Employer to solve existing Employee queries.
-> Manage Pan India HR Related Data
-> Edit and posting job descriptions to relevant job boards

-> Source candidate utilizing social media and local group

-> Review resumes and conducts phone screens to determine qualifications
-> Schedule an interview with the

hiring manager and ensure a positive candidate experience

-> Interview potential sales staff members using industry-standard techniques Introduce new hires to the

company and go through the hiring and training process

-> Complete all vetting papers with candidates who meet expectations of the job

-> Provide admin support to Upper Management

-> Organize, compile and update company personal records and documentation

-> Manage and update the HR database with different information

-> Help in payroll management, preparation and offer letter generation.

-> Collect necessary Documents from selected candidates and prepare offer proposal.

-> coordinate with Offered candidates for the joining formalities.

-> Guide and help New joiners to meet their respective team and managers.

-> Prepare manage and store paperwork for HR

policies and procedures

-> Maintain schedule and coordinate calendar activities

-> Assist recruiters in posting job ads on career pages

-> Managing Recruitment Drive Data

-> Negotiate Salary with Candidate

EDUCATION

✓ **Aug 2014 - March 2017**

Mechanical Engineering

Gujarat Technological University

✓ **Aug 2022 - Present**

Bachelor's Business Administration

Dr. Baba Saheb Ambedkar Open University

ACHIEVEMENTS

✓ First Closure Award

✓ Employee of the month

✓ Best Time Keeper