



MOHAMMAD ASGAR JAN

RECRUITMENT SPECIALIST



6006622738



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Delhi, India

SUMMARY

Dynamic and forward-thinking recruitment specialist offering a broad experience in identifying, recruiting, and hiring highly-skilled employees. Hired majorly for IT and Non-IT roles in Accounts and Finance, Sales, Customer Support, Data Engineering, Data Analytics, Data Science, QA, RPA Developer, Business Transformation, Foreign languages and many other roles.

EDUCATION

- ❖ MBA (HR and IT) From Kashmir University in 2018.
- ❖ B.com from Kashmir University in 2015.
- ❖ 10 + 2 (Commerce) from JK Bose in 2012.

TOOLS USED

- ❖ Naukri.com
- ❖ Workday
- ❖ Jobdiva
- ❖ LinkedIn
- ❖ Avature
- ❖ Abacus
- ❖ Taleo

WORK EXPERIENCE

Genpact

Recruitment Consultant



'22 Jan 2020 till 11 July 2020'

'13 Mar 2021 till 27 March 2023'

- Collaborating with the hiring managers for the hiring demands and ensuring that the hiring needs are met and running effectively.
- Sourcing potential candidates from Naukri.com, LinkedIn and referrals and sharing them with the hiring managers for the hiring demands.
- CV screening/reviewing and shortlisting the HR ok candidates and showcasing them to the hiring managers.
- Hired candidates for different verticals, like Fin Tech, HMS, BCM, CGRLH, Corporate, Hitech and Insurance.
- Managed end to end recruitment from Sourcing till onboarding of the candidate.
- Documentation of the shortlisted candidates.
- Negotiating the salary with the shortlisted candidates.
- Releasing the offers for the selected candidates.
- Proper engagement with the candidates so as to avoid any offer drops.

Accenture

Sourcing Specialist



'25 May 2023 till 7 Sep 2023'

- Analyzed and evaluated company employment needs, screened and reviewed all Resumes/CVs, cover letters, and applications, and conducted interviews.
- Identified and attracted potential job candidates, trained and placed new personnel, and was responsible for multiple recruitment functions.
- Launched and coordinated various events, represented company at job fairs, and worked on the development and implementation of a new and more efficient hiring strategy to minimize recruitment expenses.
- Posted job advertisements, supported the HR Managers with various tasks as assigned, and assisted in the creation of a new corporate training program.
- Recognized by executives and colleagues for performing excellent work and achieving great results.

Skills

- ❖ Sourcing
- ❖ Candidate Assessment
- ❖ Negotiation
- ❖ Employer Branding
- ❖ Recruiting
- ❖ ATS
- ❖ Team Management

Personal Details

Date of Birth: 1st Jan, 1995

Father's Name : Mr. Mohammad
Maqbool Jan

NR Consulting  **CONSULTING**
Candidates. Companies. Connected
Senior Executive/Assistant Manager

'18 Jul 2024 till Now'

- Proficiency in assessing candidate qualifications, potential and cultural fit to ensure optimal hiring decisions.
- Strong verbal and written communication skills for effectively interacting with candidates, hiring managers and other stakeholders.
- Expertise in using various sourcing methods and recruitment platforms to attract top talent.
- Proficiency using ATS to track candidates through the hiring process, ensuring efficient candidate management.
- Skilled in conducting various types of HR interviews to gain comprehensive insights into candidates' capabilities.