**RESUME**

**ROLLY JAYESH AGRAWAL**

Contact No: 8380075517

Email: [rollyagrawal@gmail.com](mailto:rollyagrawal@gmail.com)

**EXECUTIVE SUMMARY:**

* HR Professional with 4 years of work experience in Recruitments.
* Proven ability to work with senior management.
* Good Analytical, Relationship Management and interpersonal skills.
* Ability to work independently and in a team environment within the organization.

**WORK EXPERIENCE:**

* Organization : **CPHR Services** **Pvt. Ltd.**
* Profile : Sr. Recruitment Consultant
* Period : Aug.2015 to till date
* Location : Pune

**Responsibilities:**

**Recruitment:-**

* Responsible for Full Life Cycle Recruitment at Junior, Middle and Senior Level positions for the **IT &NON IT Clients .**
* Independently Interacting/Discussing with the Clients.
* Searching for the resumes using job portals like naukri.com on basis of client requirement.
* Short listing and Pre-screening resumes according to their suitability in terms of candidate skills and levels of expertise
* Ensuring the right match between candidate and client's requirement
* Coordinating with the HR regarding their feedback & interview-schedules.
* Interview coordination - with the client and the candidates and constant follow-up regarding their availability at the Interview
* Receiving and communicating feedback to the candidates and following up with the candidates till their joining
* Managing recruitment process from requisition, initiation to sourcing, to acceptance of offer and final placement.
* Maintaining the database of the candidates profile with full details.
* Preparing the MIS.

**Client Management:**

* Maintain constant contact with existing clients.
* Drive relationships independently.
* Nurture relationships to get more business and increase revenue.
* Organization : **Power Intellectual Recruitment and Outsourcing services** **Pvt. Ltd.(PIROS)**
* Location : Indore
* Profile : HR Executive & Admin.
* Period : Oct. 2010 to April 2014

**Responsibilities:**

**Recruitment:-**

* Handling Clients of Manufacturing Sectors.
* Understanding job description provided by the client
* Interacting/Discussing with the HR on the requirements.
* Searching for the resumes using job portals like naukri.com on basis of client requirement.
* Working on junior, Mid Level and Sr. level requirements.
* Short listing and Pre-screening resumes according to their suitability in terms of candidate skills and levels of expertise
* Ensuring the right match between candidate and client's requirement
* Coordinating with the HR regarding their feedback & interview-schedules.
* Interview coordination - with the client and the candidates and constant follow-up regarding their availability at the Interview
* Receiving and communicating feedback to the candidates and following up with the candidates till their joining
* Managing recruitment process from requisition, initiation to sourcing, to acceptance of offer and final placement.
* Maintaining the database of the candidates profile with full details.
* Online job posting for various requirements on naukri.com.
* Preparing the MIS.
* Looking after Travelling Management.
* Managing all computer related work including drafting letters and creating documents
* Also sending and receiving official mails from other offices.
* Time Keeping Management.

**SUMMER TRAINING:-**

* Organization : **Reliance Communication**
* Location : Indore
* Department : CSD (Customer service Delivery)
* Objective : Analyze corporate sales and customer response
* Tenure : 45 days.
* Learning : Practical knowledge ,Adaptability ,Convincing the Customers, Indirect Selling

**PROJECTS:-**

* Project on “**Analyze corporate sales and customer Response in Reliance Communication**”.

**COMPUTER PROFICIENCY:-**

Basic knowledge of MS office & Internet.

**ACADEMIC QUALIFICATIONS**:-

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| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Qualification** | **Discipline** | **Uni./Board/College** | **Year of Passing** | **Percentage/**  **CGPA** |
| 1. | PGPSM | Services Management | CHIMC | 2010 | A+ |
| 2. | MBA | HR | CHIMC | 2010 | 66% |
| 3. | B.com | Commerce | Sagar Univ. | 2007 | 56% |
| 4. | Higher Secondary | Commerce | C.B.S.E | 2004 | 57% |
| 5. | High School | All | C.B.S.E | 2002 | 52% |

**CO- CURRICULAR ACTIVITIES:-**

Worked as a volunteer in event organized for Mr. Chetan Bhagat at Indore.

**EXTRA CURRICULAR ACTIVITIES:-**

* Member of cultural committee of our college CHIMC
* Organize various events in the college like Guest lecturers etc.

**STRENGTHS:-**

* Cooperative
* Punctual
* Adaptable
* Positive attitude

**PERSONAL PROFILE:-**

Date of Birth - 02 Dec 1986

Husband’s Name - Mr. Jayesh S. Agrawal

Permanent Address - A2/24, Aditya Sanskruti, Manaji Nagar,

Narhegaon, Pune – 41.