

Aaditya Khare

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📍 Indore, Madhya Pradesh

OBJECTIVE

I would like to describe myself as a passionate person who loves to pursue tasks with the utmost dedication. ensure to meticulously plan things in order to respect deadlines, I am someone who is adaptable & can function well both independently & as a team player too. This is a quality that makes my peers & friends call me a sincere & dependable person. When off work, I like to spend my time reading, watching documentaries & indulging in social work. Interacting and communicating with people, getting to know their interests, talents, skills is something aspire to know My keen interest in travelling have helped me explore new things in life and aspire for a career that brings about positive change in my corporate growth.

EDUCATION

IBMR IPS Academy, Indore

◆ Master of Business Administration

Shri Guru Teg Bahadur
Khalsa collage, Jabalpur

◆ Bachelor of Business Administration

Career Point World, Bilaspur
(C.G.)

◆ Higher Secondary

Uday Public School, Seoni (M.P.)

◆ High School

WORK EXPERIENCE

Byju's – Bangalore K.A.

Mar 2023 – Present

◆ Senior Recruitment Associate

- I am handling a team of 12 members.
- Drive the number of team members and review their performance.
- Conducting the final round of interviews and negotiating the salary accordingly.
- Driveing the target of 20 joined candidates per month per resource.
- Achieving the target at the team level of 200 joiners in a month.
- Taking the one on one with the resources and giving the feeder of the performance.
- Also hired 4 Hr interns for my team in an internship for the company's cost reduction.
- Monitoring and keeping track of candidates' performance once they are in the system as full-time employees.

Byju's – Bangalore K.A.

Sep 2022 – Present

◆ Recruitment Associate

- End- to-End Sales and Non-IT Staffing
- Hiring non-IT staff across 500+ cities in India
- Sourcing candidates from different Job Portals, Reducing the cost per hire Cold calling 100 plus prospective candidates on daily basis.
- Shortlisting screening and scheduling the relevant candidates for conducting video interviews
- Conducting video interviews of the 68 best candidates on weekly basis.
- Hiring the best talent for the organization and rolling out the offer letter.
- Checking documentation and guiding candidates through the onboarding process.
- Hired for pre-sales associate profile as a final interviewer.
- Monitoring and keeping a track of candidates' performance once they join the system as full-time employees.

Task us – Indore M.P

Jun 2021 – Jun 2022

◆ Human resource recruiter (Domestic Hiring)

- End-to-End Non-tech Staffing.
- Sourcing candidates from different Job Portals.
- Reducing the cost per hire by Cold calling 100 plus prospective candidates on a daily basis.
- Conducting an induction session for the candidate for employee engagement and creating awareness regarding company policies.
- Shortlisting screening and scheduling the relevant candidates for conducting video interviews
- Conducting video interviews of the 20 best candidates daily.
- Hiring the best talent for the organization and rolling out the offer letter
- Alining the batch of employees for the training pre pous

INTERNSHIP

◆ Cross road vents, Jabalpur(Joiner Event manager)

Conducted various business events for Red FM and many celebrity's events along with party events like wedding and friendship day.

◆ Moogli Resort Jabalpur (Management interns)

Done 3 monthths internship in moogli resort during my post graduations period.

AWARDS

Cluster Topper - International math's Olympiad 9th Class

◆ International math's Olympiad

Gold Medalist

◆ Represent district at State Level Wushu Association M.P. in 10th-Class

Collage President

◆ Placement Cell - Shri Guru Teg Bahadur Khalsa collage Jabalpur

CERTIFICATIONS

Recruiting & Talent Sourcing:
Finding Top Talent As A
Recruiter

◆ Udemy

ChatGPT for HR

25 Aug 2023

◆ Great Learning

SKILLS

Sourcing of the candidate
Expert

Onboarding Procedure
Expert

Knowledge about END- TO-END recruitment
Expert

Benefits and Compensation
Expert

HR Technology Proficiency
Expert

Talent Managemnet
Expert

Problem-Solving and Critical Thinking
Intermediate

Legal and Compliance Knowledge
Intermediate

Training and Development
Intermediate

Conflict Resolution
Intermediate

PERSONAL SKILLS

- Possesses great analytical and problem-solving skills.
- Attentive listener and effective oral communication skills.
- A team player, good at working collaboratively with people in order to achieve a common goal.
- Has the capability to guide teams and steer the team members toward the achievement of goals.
- Good at organizing tasks and projects in a structured manner.
- Eagerness to know and learn something.

EXTRA-CURRICULAR ACTIVITIES

- Handel the Campus recruitment drive in collage
- Act as the trainer for the candidate and guide them for their interview

LANGUAGES

Hindi
Advanced

English
Advanced

HOBBIES

Reading
Love to watch documentries based on Wildlife

Traveling