

Gaurav Tejwani  
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## **Skills:**

Recruiting strategy	Act as a point of contact
Develop job descriptions	Screen candidates resumes
Sourcing	Build influential candidate relationship
Job requirements and objectives	Conduct interviews
Organisational Skills	Strong decision-making skills
Post jobs at appropriate platforms	Microsoft 365
Boolean Search	Interpersonal skills
Content Development	Analysis Skills
Project management	Recruiting and selection tools/methods
Leadership Skills	Filter candidates
Onboard new employees	Recruiting reports
Selection process	Sourcing
Applicant Tracking Systems (ATS)	Excellent communication
Candidate Management Systems (CMS)	English
Human Resource Information Systems (HRIS)	Hindi
Human Resource Management Systems (HRMS)	Gujarati

## **Education:**

Parul University, Vadodara Gujarat Bachelor Of Business Administration (BBA)	Aug 2021 – Mar 2024
Don Bosco High School, Vadodara	May 2021

## **Work Experience:**

Dash Technologies, Vadodara GJ US Recruiter	Mar 2023 – Jul 2023
<ul style="list-style-type: none"><li>Design and implement overall recruiting strategy.</li><li>Develop and update job descriptions and job specifications.</li><li>Perform job and task analysis to document job requirements and objectives.</li><li>Prepare recruitment materials and post jobs to appropriate platforms.</li><li>Source and recruit candidates by using databases, social media etc.</li><li>Screen candidates resumes and job applications.</li><li>Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule.</li><li>Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes.</li><li>Onboard new employees in order to become fully integrated.</li><li>Monitor and apply HR recruiting best practices.</li><li>Provide analytical and well documented recruiting reports to the rest of the team.</li><li>Act as a point of contact and build influential candidate relationships during the selection process.</li><li>Promote company's reputation as "best place to work"</li></ul>	
Taucap Pvt Ltd (Remote) Business Development	Jan 2023 – present
<ul style="list-style-type: none"><li>Develop a growth strategy focused both on financial gain and customer satisfaction.</li><li>Conduct research to identify new markets and client's needs.</li><li>Arrange business meetings with prospective clients.</li><li>Promote the company's products/services addressing or predicting clients' objectives.</li></ul>	

- Prepare sales contracts ensuring adherence to law-established rules and guidelines.
- Keep records of sales, revenue, invoices etc.
- Provide trustworthy feedback and after-sales support.
- Build long-term relationships with new and existing customers.
- Develop entry level staff into valuable salespeople.

**Batik (Remote)**

**Oct 2022 – Dec 2022**

**Marketing Executive**

- Conceive and develop efficient and intuitive marketing strategies.
- Organize and oversee advertising/communication campaigns.
- Conduct market research and analysis to evaluate trends, brand awareness and competition ventures.
- Initiate and control surveys to assess customer requirements and dedication.
- Monitor progress of campaigns using various metrics and submit reports of performance.
- Collaborate with managers in preparing budgets and monitoring expenses.

**Parul University Vadodara GJ**

**Mar 2022 – Oct 2022**

**Counselor**

- Develop and implement an all-encompassing counseling plan.
- Foster equal opportunity practices and encourage students' association.
- Pay attention to cultural or societal differences in dealing with the students
- Conduct group or individual counseling sessions to assist students with problems or concerns.
- Assess students' attributes (KSAOs) and help them realise their strengths.
- Evaluate the progress of students and reinforce the sense of accomplishment.
- Identify behavioral problems or at-risk students and act appropriately.
- Cooperate with parents and teachers as well as other interested parties.
- Complete assessments and tests, analyse results and provide feedback.
- Study and update student records.
- Prepare and present reviews on progress.