

Anmol Bhola

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Career Summary:

- 4+ Years of rich experience in areas of staffing, recruiting, sourcing, interviewing, salary negotiation.
- Substantial experience in recruitment in IT, Ecommerce, Internet, Heavy Engineering , Automotive & Retail industries..
- Proficient in recruiting candidates from all levels junior level to senior level.

Professional Experience:-----

- **Associate –Talent Acquisition at Times Internet.(Off role-The PeopleSpecialists Solutions)**
(July 2019 to April 2020)

Key Responsibilities

- Managing the PAN India Editorial, Videos , Online Media hiring for Times Internet including TOI.in , NBT , South languages ,ET.com , Mensxp, iDiva, Indiatimes.com etc.
- Managing recruitment process from screening to selection.
- Compensation Negotiation
- Identifying & sourcing candidates through head hunting , job portals, database references.
- Scrutinizing the resumes,interacting with the candidates to understand their capabilities, strengths & limitations.
- Conducting preliminary interviews.
- Maintaining the stakeholders & recruitment database.

- **Sr. Consultant –Recruitment at Bean HR Consulting** (May,2018 to July 2019)

Key Responsibilities

- Experience handling both IT(Java, dotNet , PHP , Bigdata technologies etc) & Non-IT recruitments.(Analytical , Sales & Marketing)
- Screening, short listing & conducting telephonic interviews of candidates according to client requirement.

- Coordinating the entire interview process with candidates & interviewers and getting the interview process
 - Provide right fit according to client's perspective
 - Ensure the mandate being provided has a high degree of closure within the stipulated timelines and to the client's satisfaction
 - Closely monitor the recruitment process of the candidate till on board.
 - Making daily MIS.
- **Sr. HR Associate at Paridhy Staffing & Consulting LLP** (Dec,2015 to May,2018)

Key Responsibilities

- Have handled key accounts of Barco, Brothers International, Mpower softcom, Denso & others.
- Increase business through professional networks (LinkedIn, Naukri Portal etc)
- Maintain existing client relationship
- Reach out to prospective clients
- Negotiate on business terms & conditions
- Understand client mandate & analyze specific requirement
- Screening , short listing & conducting telephonic interviews of candidates according to client requirement.
- Coordinating the entire interview process with candidates & interviewers and getting the interview process
- Provide right fit according to client's perspective
- Ensure the mandate being provided has a high degree of closure within the stipulated timelines and to the client's satisfaction
- Closely monitor the recruitment process of the candidate till on board
- Complete the invoicing process and follow up for closing transaction
- Data management on excel.

Education-----

Year	Examination	Institution
2016-2018	PGDM (HR)	Institute of Management Technology, Ghaziabad(IMT CDL)
2014	BSc.(Physical Science)	Dyal Singh college, Delhi University
2011	Class XII (CBSE)	Bal Bhavan Public School, Delhi
2009	Class X (CBSE)	Bal Bhavan Public School, Delhi

Computer Skills

- Office Package : Microsoft Word, Excel, PowerPoint, Google Suite(G-suite)

Strength :

- Excellent Communication Skills
- Excellent Interpersonal Skills
- Ability to deal with pressure
- Good analytical & problem solving skills

Personal Details

Date of Birth: September 23, 1993
Father's Name: Mr. Ravi Kumar Bhola
Address: D-730, Shakarpur, Ganesh Nagar-2, Delhi-92

Declaration :

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date :

Place :

Anmol Bhola