



Rishabh Mahajan

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Career Objective

To carry out delivery responsibilities, where my skills would be effectively utilized for professional growth and gives an opportunity to contribute constructively in building effective team.

Summary:

Talent Acquisition professional with over 5 years of experience in IT Recruitment. Solid background in Recruitment, Induction, Vendor management, Leadership hiring University Relations & Recruitment, LinkedIn Recruiter, Team Management, Background verification

Leadership Hiring: Head of Data Science, Business Intelligence head, Technical Architect, Engineering Manager, Product head, Delivery head

TECHNOLOGIES HIRED ON (Till Date):-

List of Skills hired till date:

Database Administrator: DB2, DBA DB2, Oracle Applications, Oracle Database, SQL, SQL Server

Data Specialist: Advanced Analytics, Data Mining, ETL AbInitio, ETL Data Stage, ETL Informatica.

Infrastructure Specialist: Application Server Administration, AIX/UNIX, Microsoft, System Products.

Mainframe Technologies: COBOL, CICS, JCL, VSAM, AS/400, RPG/400, Coolgen.

Systems Administration: Citrix, Clearcase Administrator, Lotus Domino, Netback up Administrator, SAN Administration, Windows, Unix Operating Systems AIX, Unix Operating Systems Linux, Unix Operating Systems Solaris.

Test Specialist: Database Testing, ETL Test Execution, Manual Testing, Technical Automation Tools, Technical Custom Applications, Technical Test Execution, Technical Test Data Management, Technical Test Planning, Technical Performance & Capacity Management, Performance Testing, Mobile Testing.

Niche Requirements handled: AEM, Adobe Analytics, Adobe Campaign, Adobe Audience Manager and Automation Anywhere-Blueprism & UI Path, ReactJS, NativeJS, NodeJS, Datalake Admin, D2K Developer etc



The key job responsibilities include the following:

Experienced Technical recruiter supporting the organization's recruiting program. Working with business leaders to gather and compile hiring needs. Implement the annual hiring plan and recruiting strategies that support the organization's growth plan. Partners with business leaders, practitioners, professional organizations, and key external partners.

- Manage and implement the overall recruiting processes, including interviewing and selection activities.
- Build strategy and plan strong pipeline of future recruits in consultation with heads of different Business Units for effective recruitment.
- Handled Campus recruitment for different Business Units like Product engineering services, Data Center, Research & Analytics, Finance, and Consulting, Support hiring.
- Enable growth of new business units by implementing aggressive recruitment plans.
- Collaborate with business leaders to assess needs, develop strategy, and implement work-plans to meet the needs of various practice areas
- Communicate progress to business — coordinate ad hoc reporting regarding recruiting progress
- Develop and cultivate relationships with various levels of management, candidates, and external recruiting sources

Worked with Globtiter InfoTech as a Team Lead from Dec, 2019- May, 2020

I was in team handling, vendor management & client engagement. I did sourcing & screening as well.

Worked with AWC Software Pvt in Noida as a Talent Acquisition Executive from March 2019-Sept 2019

**Pacific IT Consulting Pvt Ltd, Noida
As a Sr Talent Acquisition Specialist**

February 2018-March 2019

- Managing all facets of recruiting activities including the job posting, development of resume bank, applicant tracking, developing interview schedules and establishing interview guides.
- Develop and maintain the recruitment process to set up hiring efficiency and streamline hiring processes.
- Worked with different Hiring Manager across different domain
- Sourcing and screening of candidates as per requirements through various job portals and reference generation
- End to End Recruitment
- Scheduling interviews for shortlisted candidates and regular contact with potential candidates.
- Conducting & coordinating with Hiring Manager for Weekend Drives
- Experience in Bulk hiring & Boolean search & in social networking



Outworks Solutions Pvt Ltd, Noida
As a Talent Acquisition Specialist

October 2016- February 2018

- Effectively utilize tools such as search engines, job boards, LinkedIn and social channels to source candidates
- Demonstrate success in direct sourcing techniques to include cold calling and Internet searches
- Develop candidate talent pipelines through sourcing channels, recruitment campaigns, internet searches, networking groups, social media, database search and referrals
- Build relationships with team members, candidates, and the GHR wider community and professional network
- Identifies target companies, user groups, professional associations which could lead to qualified candidates.
- Track and follow-up on all candidates; evaluated on the ability to connect with potential candidates and set interviews
- Conduct initial phone interview screens to assess candidate's skill level, interest and cultural fit
- Determine the type of employment and company experience the candidate is seeking and respond accordingly
- Develop professional relationships with candidates to identify their goals and ambitions
- Fully explain the steps of the interview process to candidates so that candidates are clear on expectations.

Zentek Infosoft India Pvt Ltd, Jaipur
As a Technical Recruiter

April 2015 - January 2016

Responsibilities: -

- 1) Performance-driven professional with combined expertise in Human Resources operations, Business Development, recruitment and employee relations. Identify and placed high-end technical professionals in the area of Information Technology Industry in contract, contract to hire and full-time positions.
- 2) Managed full life cycle recruiting including positing of jobs, job board searches, business & social networking searches, sourcing, screening, interviewing, negotiating salaries and finalizing offers to prospects.
- 3) Proficiently bring recruitment offers to successful closures, Building good inter-personal relations with clients, vendors & candidates.
- 4) Extensively experienced in placing candidates in the field of IT with skill sets including Software/Hardware Engineers, Database Developers /Administrators, C/C++, .NET, Java, Android, IOS, PeopleSoft HRMS/ FSCM, SQL Server, Oracle, Quality Assurance Testers/Analysts Business Analysts and Project Managers.
- 6) Responsible for sourcing, recruiting, screening and placing candidates for various positions. Locating candidates using sourcing methodologies like networks, referrals, internet searches



Eagnatac software Pvt ltd, Ghaziabad
As a SQL Server Trainee

Sep 2014 – Feb 2015

Responsibilities:

- **TECHNOLOGY USED:** - MS SQL Developer 2008 (Views, Stored Procedures, Triggers)
- **Other Tools:** - MS-Office, SQL Developer

Certifications:

LinkedIn E-Learning certification in Technical Recruiting
LinkedIn E-Learning certification in Talent Sourcing
LinkedIn E-Learning certification in Learning LinkedIn Recruiter
LinkedIn E-Learning certification in Learning Bamboo HR
LinkedIn E-Learning certification in HR as a Business Partner
LinkedIn E-Learning certification in Human Resource working with vendors
LinkedIn E-Learning certification in Interviewing Techniques
LinkedIn E-Learning certification in Employee Engagement
LinkedIn E-Learning certification in Professional in Human Resources (PHR)®
LinkedIn E-Learning certification in Introduction to SuccessFactors Foundation Module
Hirist.com Certification in Tech Recruiter

Educational Qualifications:

- B.Tech in Computer Science & Engineering (2010-14) from UPTU
- 2010 Intermediate from UP Board
- 2008 High School, from UP Board

Personal Information:

Name	:	Rishabh Mahajan
DOB	:	18 Sep 1993
Marital Status	:	Single
Language Known	:	English, Hindi
Passport	:	R1439693