

PARVIND KUMAR AGARWAL

Human Resources, Recruiter

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🌐 <https://www.linkedin.com/in/parvind-agarwal-89512b1b0/> 📍 Sonarpur, Missioonpally, Kolkata

SUMMARY

Proficient HR offering proven skills in HR administration. Dedicated to promoting efficient business operations and high productivity by onboarding well-qualified candidates and minimizing employee turnover. History of driving advancements in training, productivity and team motivation through proactive approaches. Solid background in talent acquisition, employee relations and performance management. Skilled in utilizing data and analytics to push strategic HR initiatives. Strong analytical skills and committed to implementing HR policies and procedures

SKILLS

Zoho Books	GreyHR	Cipal	Dice	InLinkedIn	Excel Sheets	MS Office	Talent Acquisition
Talent Acquisition	Time Tracking and Payroll Administration			Critical thinking		Screening	
Sound knowledge of IT concepts			maintining & building the database			Networking within the desired time frame	
Sourcing potential IT candidates			Effective usage of Internal Systems			Database Job Portals	Job Postings
Retention Program Development			Contract Negotiation		ATS	HRIS	

EXPERIENCE

IT Recruiter

Aclat Technologies Pvt. Ltd.

📅 02/2023 - 01/2024 📍 Hyderabad, TS

- HR policies and working with managers to ensure their enforcement
- Manage the entire life cycle of the recruitment process for clients in the US
- Work closely with the Recruiting leads and hiring managers
- Work on strategic global hiring programs
- Develop an action plan for recruiting the best fit for the organization
- Procure people for different IT Requirements a strong business acumen and create training programs aligned with organizational objectives
- Use niche platforms related to IT, to source potential candidates
- Personally conduct interviews, document the same, and report as the need arise
- Work in unison with the other departments with the Company's growth perspective in mind Keeping abreast of the industry trends.
- Improved overall company efficiency through implementation of new recruitment methodologies such as video Interviewing and online assessment tools.
- Resolving employee queries relating to HR processes and administration
- Hiring new candidates and arranging onboarding
- Creating periodic reports relating to employee engagement, attrition, hiring and professional development
- Producing internal company documents and communication material for employees Implementing

Intern

TENHARDINDIA

📅 06/2022 - 08/2022 📍 Noida, UP

- Learned the Ecommerce Business concept and challenges
- Investigated product nature of TenHard
- Research product need in the market Headed sales of subscriptions on behalf of the company
- Updated profile regularly after every sale.
- Develop and implement learning strategies and programs that align with the company's goals
- Strategic Planning and Organizational Skills
- Effective Communication and Leadership Abilities
- Analytical and Problem-Solving Capabilities
- Adaptability to New Technologies
- Effective Learning Methods Project Management and Budgeting Experience

PROJECTS

Recruitment & Selection Procedures at Staffing Firm

📅 2021 📍 Odisha

The purpose of the study was to understand the behaviors as well as the techniques used in hiring candidates. Observations and suggestions were made so as to enhance the quality of the effort taken. Attrition and recruitment are directly proportional to each other whereas retention and recruitment are inversely proportionate. In the same manner, the cost of the company and attrition are directly linked with each other. The higher the attrition rate higher would be the recruitment rate in turn increasing the company`s cost. This problem will be analyzed during the course of the project

- Objectives of the study:
 - To study and understand the methods and procedures used for recruitment & selection.
 - To understand the objective of the recruitment policy which is to be used to resource the best talent through internal and external sources to achieve the business objectives and goals of the Company.
 - To learn what the process of recruitment and selection should be followed.
 - To develop recommendations to overcome the barriers to the recruitment & selection procedures.
 - To get practical knowledge in employee hiring in the organization.
 - To give suggestions on the basis of the observations made during the course of project work

EDUCATION

2021 - 2023 MBA (Finance & HR)

IBCS-SOA University

📅 2021 - 2023

B.Com Hons

Calcutta University

📅 2017 - 2020

Higher Secondary

Ram Narayan Singh Memorial High School

📅 2015 - 2017

Matriculation

Lions Calcutta Greater Vidya Mandir

📅 2013 - 2015

ACHIEVEMENTS

Organised open mics in Kolkata at renowned venues

Received many awards and certificates for content writing

Voluntered seminars in University for personality like
Pyush Goyal, Rajhnath Singh, etc

CERTIFICATIONS

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PASSIONS

Content Writing