Resume

# ABHISHEK DHAR PATHAK

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# Date of Birth:07/09/1985

**OBJECTIVE**

*Self-motivated, efficient and thoughtful human resource professional with 8+ year experience in the industry and I believe my strengths and skills make me a perfect fit for Recruitment/HR functions*.

# *CURRENT ORGANISATION*

* *Organization: Capgemini.*
* *Designation: Analyst (Talent Acquisition & Resourcing)*
* *Tenure: January 2013 to till date.*

# *Job Profile:*

* *Currently working as SAP Recruiter, a Full cycle recruiter, sourcing, screening, interviewing, presenting, and placing direct seasonal hires.*
* *Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.*
* *Explore & suggest different sources of recruitment to ensure timely closure.*
* *Effectively manage requisitions and consistently meet performance metrics and goals.*
* *Interface with the hiring manager and the supervisors, leading intake meetings, collaborating/communicating consistently to obtain feedback and ensure satisfaction with candidates, and effectively expediting process flow.*
* *Creatively source diverse, high-caliber candidates by maximizing internet resources, cold calling, social media, referrals, and networking.*
* *Managing the presentation, selection, offer, negotiation, closing, and administrative components involved in full lifecycle recruiting.*
* *Ensures the existing recruitment processes are being properly implemented & introduce new processes as required.*
* *Coordinating directly with the Technical Leads, Managers, and Technical Recruitment Team to define the selection process and remove bottlenecks that arise during the interview process.*
* *Extensively following-up to expedite the selection process and ensure timely closure of open positions.*
* *Strong experience in hunting right candidates from various Job portals, Social Media, and other sourcing mechanisms.*

# *PREVIOUS ORGANIZATION*

* *Organization: CHCS Services Inc, (An Capgemini Company).*
* *Designation: Senior Associate (HRO)*
* *Tenure: January 2011 to Dec 2013.*

*Process HRO: Client US Prudential Financial.*

* *Setting up retirement payments for US participants under defined benefit plans, as per plan provisions.*
* *Calculating pension payments as per plan provisions.*
* *Reconciliation of over and under payments to participants and their beneficiary.*
* *Maintain MIS of team, Production tracker, SLA tracker, Quality tracker etc.*

# *EDUCATION*

*Master of Business Administration (Finance, Marketing) from UPTU*

*Master of Science in Biotechnology.*

*Bachelor of Science from Agra University*

*Intermediate from CBSE Board High- School from CBSE Board*

# *COMPUTER LITERACY*

* + *Comfortable with MS word, Excel, Power point, Web technology: HTML,XML.*
  + *Basic Knowledge of “O” Level*
  + *Good knowledge of MS outlook.*

# *STRENGHTS*

* + *Ability to work as team member as well as independently.*
  + *Extremely diligent with an imbued desire to learn, unlearn, and relearn.*
  + *Good analytical and time management skills.*

# *PERSONAL DETAILS*

* + *Father’s Name: Mr. Ravi Dhar Pathak.*
  + *Address : B-46 Upper ground floor, sanjay enclave uttam nagar Delhi*
  + *Nationality : Indian.*
  + *Languages : English, Hindi*
  + *Hobbies : Enjoy surfing internet, reading business news, listen Music*

# *Date:*

*Place: (Abhishek Dhar Pathak)*