Curriculum Viate

## Nikhil Kumar

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## PROFILE

* Completed MBA in Human Resource Management in 2013 from SYMBIOSIS, Pune, Maharashtra
* Having a total experience of more than 6 Years 6 Months out of which close to 3 years in DDU-GKY Project
* Having a rich experience of training to BPL mindset people
* A competent "people person", possess strong organizing skills and having a good people network.
* ---Solutions oriented professional with well-honed skill set collaborating with project teams

## PROFESSIONAL EXPERIENCE

**Company :- Startek**

**Designation :- Recruiter**

**Location :- Bangalore**

## Duration :- Jan’2020 to till Date

**Job Responsibilities:-**

* + Sourcing Profiles from Portals.
  + Doing Screening of Candidates
  + Coordination with Operation & Clients
  + Salary Negotiation & discussion
  + Documentation
  + Joining formalities

**Company :- CIPET**

**Designation :- Project Coordinator Client- Govt. of India(DDU-GKY Project)**

**CSR Projects:- Coal India, NBCFDC, MSME, REC, GAIL, ONGC**

**Location :- Jaipur**

**Duration :- Oct'18 to till Date Job Responsibilities:-**

* + Relevant File Submission to the Relevant Client
  + Creating Awareness about DDU-GKY Project through ICE Material in Specific District
  + Mobilization of Candidates from Rural Areas through VLOs (Budget Gut, Self Help Group, Panchayat Samiti)
  + Background & Document Verification for their Eligibility (Aadahar Card, Ration Card, Proof of Poverty)
  + Conducting Aptitude Test for Candidates Ability
  + Counseling of the Candidates with their Industry wise Interest
  + Forming the batch of 35 Candidates
  + Ensuring All Staff should be on time at the Center
  + All Trainees Biometric Attendance should be on time
  + Care of all Center Equipment
  + Considering of Trainees Medical Issues
  + Status of Lesson plan and time table
  + Ensuring that Trainees are Getting Good Food
  + Daily Reporting to State Head
  + Working on Trainees Behavior
  + Maintenance of Invoices and Sent to HO
  + Searching Job Opportunities for Trainees
  + Arranging Interviews for Trainees
  + Solving Problem of Trainees if they are Facing (After Placement)

## Company :- ManpowerGroup Services Pvt. Ltd. Designation :- Trainer (Learning & Development) Client- Govt. of India(DDU-GKY Project) Location :- Pune

**Duration :- Nov.’17 to May’18 Job Responsibilities:-**

* + Spreading Information About DDU-GKY Project through ICE Material **(Information -Communication- Education)** in Specific District
  + Mobilization of Candidates from Rural Areas through VLOs **(Village Level Organization)**
  + Background & Document Verification for there Eligibility (Aadahar Card, Ration Card, Proof of Poverty)
  + Conducting Aptitude Test for Candidates Ability
  + Counseling of the Candidates with their Industry wise Interest
  + Forming the batch of 35 Candidates
  + Creating All Candidates Video Resume in their 1st Day in the class
  + Maintaining Candidates Related All Documents
  + Motivating them to learn
  + Motivating them towards Social Values
  + Following **ACLP (Activity cum Lesson Plan)**
  + Train Candidates through Audio & Video Study Material
  + Organizing Exposure Visit for All Trainees accordingly their Domain wise
  + Conducting Guest Lectures and invite some successful Local People for Sharing the obstacles they faced in their Initial phase of Life & Career
  + After Training again have to Create Video Resume & Compare their improvement with Previous Video Resume
  + Searching Job Opportunities for all Trainees who have Completed their Training
  + Arranging Interviews for Trainees and Coordination with HR Team.
  + After Placement of all Trainees Successfully, Have to Create Case Study for the Reference of Govt. of India
  + Tracking of All Candidates at least three Months as per SOP
  + In this Project We Impacted About 200 Human Life

## Company:- Inductus Consultant (P) LTD. Client:- Govt. of India (DDU – GKY Project) Location: Nagpur

**Duration: July’16 to Nov’17 Job Responsibilities:-**

* Responsible for the mobilization of the Trainable Candidates from the rural and township areas.
* Meeting the monthly target of candidate mobilization and their timely deployment for the business unit for the various industry segments such as Retail, Hospitality and for Back-office placement requirements.
* Screening of the candidates at a mass level and closed so far 670 Candidate positions in the unit.
* Responsible for the ‘Personal Interviews’ of the candidates via ‘one-o-one’ process and ‘telephonic process’ and preparing a pool of the selected candidates.
* Co-ordination with the ‘Training Department’ for their skill – enhancement

# Engaging with the candidates along-with the Trainers and ensuring minimum drop-outs from the batches (such as Games, Activities, Quizes etc).

* Providing complete, accurate, and inspiring information to the candidates about the company and their future benefits post the completion of the ‘Skill Development Certificate Course’.
* Preparing candidates for interviewing with the clients by providing detailed information about business strategy, job descriptions, and expectation.
* Arranging for personal interview on short listing, having good co-ordination with the client arranging the final interview.
* Maintaining daily/ weekly/monthly reports such as interview status reports, closure reports & feedback reports

## Company: AEGIS Limited (Kolkata)

**Designation: Senior Executive – Talent Acquisition Initial Location: Kolkata Office**

**Transferred Location – Mahape Mumbai Office (Due to the Business Requirement) Duration: Dec 2013 – Jan 2016.**

**Job Responsibilities:-**

* Taking care of the Hiring requirements for the Telecom, Banking and DTH sector clients’ manpower requirements, i.e. Vodafone, Tata Docomo, MTS, Dish TV and UCO Bank.
* Following the instructions of the seniors to meet the end to end recruitment process: (Sourcing ways and channels), and ensuring in-time ‘Batch Formation’ and on-boarding of the candidates at the company premises.
* Taking personal level interviews and telephonic interviews from HR end.
* Organizing second level interviews with the Operations and Training departments.
* Meeting the monthly hiring target of 50- 60 Executives and total hired approximate 1150 Agents in the total tenure with Aegis Limited.
* Utilized Employee Referral Programs completely to source manpower internally.
* Generating huge data base of the ‘Employee Referral Contact Numbers’ regularly and releasing a ‘Daily Employee Referral Dashboard’ to the respective process level TLs, AMs and Managers.
* Taking a daily and weekly follow-up with the concerned employees and motivating them for giving the Employee Referral Numbers.
* Expertise in taking the ‘Hiring Drives’ from the manpower-vendors and getting the commitments from them.
* Taking care of the proper engagement of the ‘Hiring Batch’ in the first 3 days to ensure minimum drop-out of the agents from the batch.
* Responsible for monitoring their first 3 Days attendance in co-ordination with the Batch Trainer.
* Ensuring the entire documentation check-list (Photo ID / Address Proof / Local Address Proof etc) is complete as per the company guidelines.

# Maintaining daily/ weekly/monthly Talent Acquisition reports such as interview status reports, Monthly Batch Planner and candidate summary.

## Achievement:

* Achieved Month on Month hiring target for the assigned processes.
* Received recognition for my dedicated work.
* Built cordial relations with the Operations and Training departments.

## Company: Micro Finance Ltd. Designation: Office – Executive Location: Asansol / Dhanbad Duration: Dec 2012- Nov 2013

**Job Responsibilities:**

* Maintaining the finance related registers such as ‘Collection book, Attendance report of the office associates.
* Responsible for ‘Finance Collection’ as per the monthly target assigned
* Responsible for timely deposit of the collections to the Head Office.

## SKILLS & EXPERTISE:-

* + Effective Communication Skills.
  + Excellent Personal Skills.
  + Ability to work under pressure and meet the targets.
  + Good analytical and problem solving skills
  + Good Proficiency with **MS office packages** (Excel, Word, Power point)
  + Successfully Completed TOT Program & Got Certificate

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## EDUCATIONAL DEVELOPMENT

* + - MBA (Human Resources), 2013 SYMBIOSIS Pune (M.H.),
    - ---B.Com ( Vinoba Bhave University, Hazaribagh - 2010)

## PERSONAL DETAILS

Date of Birth : 4th Dec 1983

Father Name : Shri Pawan Kumar Goel References : Available on Request

**Permanent Address** : H.No – 169, PIN – 828205, Dist – Dhanbad, (Jharkhand)

Date- (Nikhil Kumar Goel)