

Nikhil Joon

Recruiter

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Dedicated Recruitment professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Skills

Talent recruiting	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
Candidate pipeline management	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Very Good</div>
MS Office	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Excellent</div>
Global recruitment	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Very Good</div>
Full cycle recruiting	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Very Good</div>

Work History

2021-09 - Current	<div>Sr. Recruiting Coordinator</div> <div>Peoplescout, Gurugam</div> <div><ul style="list-style-type: none">Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates.Followed up with notable applicants sourced via industry-specific pipelines, events and job fairs.Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials and conducting initial interviews and pre-screening assessments.Developed recruiting strategies to identify qualified candidates and build network.Operated and maintained applicant tracking and candidate management systems.</div>
2019-08 - 2021-09	<div>Senior Representative Operations</div> <div>Concentrix, Gurugram</div>

- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Updated account information to maintain customer records.
- Offered advice and assistance to customers, paying attention to special needs or wants.
- Clarified customer issues and determined root cause of problems to resolve product or service complaints.
- Trained new personnel regarding company operations, policies and services.
- Met customer call guidelines for service levels, handle time and productivity.

Education

2021-07 - Current	MBA: Human Resources Management <i>NMIMS - Mumbai</i>
2017-06 - 2020-05	Bachelor of Arts: English Language And Literature <i>Delhi University - Delhi</i>
2016-04 - 2017-05	GED <i>Vandana International Sr. Sec. School - Delhi</i>