

Neeraj Pathak

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174 A, Prem Nagar 1st, Gurjar Ki Thadi,
Jaipur, Rajasthan

OBJECTIVE:

To pursue a highly rewarding career, seeking for a Job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth and personal experience.

ACADEMIC CREDENTIALS**High School**

Sand Dunes Academy
Rajasthan Board
Jaipur

Graduated, April 2018
Marks 59%

Intermediate

Sand Dunes Academy
Rajasthan Board
Jaipur

Graduated, April 2020
Marks 74%

Graduation

S.S. Jain Subodh P.G.
(Autonomous) College
BBA
Jaipur, Rajasthan

Pursuing

SKILLS

- Curious towards new things.
- Adaptable
- Flexible

Languages

- Hindi – Proficient
- English – Advance

Technical competencies

- MS-PowerPoint
- MS-Excel

Organizational Experience

- Correct Vision Consultants Pvt. Ltd. –**HR**–May 2022-Till Now
- Pioneer Placement Services - **Recruitment Consultant** –**HR**- Dec 2021- April 2022

Pioneer Placement Services - Roles and Responsibilities of Recruitment Consultant

Recruitment

- ❖ Producing a comprehensive human resource plan for the company's expansion
- ❖ Documentation for headcount approvals across globe.
- ❖ Independently handling entire gamut of Recruitment.
- ❖ Analyzing& preparing Job descriptions.
- ❖ Recruiting Talents from various sources like Portals (Naukri, Monster), Consultants, social media networking (LinkedIn), Head Hunting & Referrals etc.
- ❖ Doing Mass mailings & Job posting on the portals.
- ❖ Scheduling interview
- ❖ Conducting technical tests.
- ❖ Helping Interview panel for selection.
- ❖ Salary Negotiation with candidates for offer & Remuneration acceptance.
- ❖ Preparing offer letter for various grades.
- ❖ Explaining offer, review of policies and abortionist culture to candidates.
- ❖ Checking Employees' reference through various sources (Consultants, Direct phone calls& E-mails).
- ❖ Coordinating with vendors for various recruitment needs./Vendor Management.

My Clients are Teleperformance, Byjus, Etsy, IGT, Amazon, Car Dekho, and VGL Etc.

Correct Vision Consultants Pvt. Ltd - Roles and Responsibilities of Recruitment Consultant

Recruitment

- Responsible for Recruitment.
- Recruiting Talents from various sources like Portals (Naukri, Monster, Times jobs, Dice), Consultants, social media networking (LinkedIn), Head Hunting & Referrals etc.
- Doing Mass mailings & Job posting on the portals.
- Scheduling interviews
- Conducting technical tests.
- Helping Interview panel for selection.
- Salary Negotiation with candidates for offer & Remuneration acceptance.
- Preparing offer letter for various grades.
- Explaining offer, review of policies and organization culture to candidates.
- Checking Employees' reference through various sources (Consultants, Direct phone calls & E-mails).

My Clients were Mphasis, Crisil, Horiba, Wipro, Impetus, PWC, CSS Corp, Negarro, R System, Luxor Writing MNC Virtusa, Zebra Technology, Neosoft, Coupa Software etc

Hobbies

- Travelling
- Listening music

Declaration: I hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.