**ABHINAV PRAKASH PANDEY**

G-63 sec 41, Noida 201303.

Pandeyabhinav333@gmail.com\*8840394485\*

M.B.A with having 3.7 Yrs. experience in Recruitment Life Cycle including sourcing, screening, evaluating candidates, interviewing, salary negotiation, reviewing, feedback & post offer follow-ups. I would like to work in a creative and challenging environment where I could constantly learn and successfully deliver solutions to enhance organizational effectiveness.

**Core Competence**

**\* Talent Acquisition \* Recruiter \* Team Management \* Team Player \* Recruitments \* RPO \***

**\* Stakeholder \* Job Portals \* Vender Management \* Documentation \* Content Finding \***

**\*Googling \* MS Office \* MS Word \* MS Excel \* Spreadsheet \* MS PowerPoint \* MS Outlook \* E-mails \***

**Monster \* LinkedIn \* Naukri \***

**Work Experience**

**Himflax Information Technology March 2022 to Present**

Sr. IT Recruiter

Key Responsibilities:

(\* Head Hunting \* Manage Requirements \* Source the Candidates \* Screening the Profile \*

**\* Resume Establishing \* Further Updates \* Interview Follow-Up \* Manage Database using ATS \*)**

* + - * Working as a Sr. recruiter to manage daily requirements, time slots for scheduling the interviews, managing & submitting daily reports to the manager.
      * Experience in working on multiple juniors to mid-level requirements with different types of positions with different clients.
      * Handling all core activities on regular basis like requisition, analyzing the candidate's interest, handling, sourcing, interview scheduling & coordination, feedback review & salary negotiation, post-selection follow-ups.
      * Sourcing profiles & identifying potential candidates through internal data banks, job portals i.e. Naukri, Indeed, LinkedIn and referrals.
      * Schedule appointments to the clients depends on the time slot as the available well as Telephonic, Skype, Face to Face interviews, depending on candidate’s & client’s availability for the process of recruitment.
      * Coordinate interviews, follow up to ensure feedback is received, acceptance of the offers, joining, etc, and maintain a relationship thereafter.
      * Maintaining Database of Candidates of all individual technologies for Further Effective Retrievals, generating performance reports, maintaining the resume database of the candidates on a daily, weekly & monthly basis.
      * Participating in the full life cycle of recruitment to include sourcing, screening, shortlisting, evaluating, negotiations & placement information to a consultant.
      * Scheduling appointments to the clients as well as telephonic, Skype, Face to Face interviews depending

on candidate’s & client’s availability for the process of recruitment.

* + - * Worked on Permanent/Full-time (FT) Hiring for IT, NON-IT requirements as well as internal positions.
      * Coordinating with the employer for the rate negotiation & documentation for interviewing candidates on different types of contractual positions.
      * Preparing MIS Reports/Tracker on daily basis and maintaining databases.
      * Publish requirement vs. submission report to our Vertical Head and clients.

**Khyatishield Venture Pvt Ltd Feb 2020 to Feb 2022**

Senior HR Executive.

* + - * Working as a Sr. HR Executive to manage daily requirements, time slots for scheduling the interviews, managing & submitting daily reports to the Business Head.
      * Experience in working on multiple juniors to mid-level requirements with different types of positions with different clients.
      * Handling all core activities on regular basis like requisition, analyzing the candidate's interest, handling, sourcing, interview scheduling & coordination, feedback review & salary negotiation, post-selection follow-ups.
      * Sourcing profiles & identifying potential candidates through internal data banks, job portals i.e. Naukri, Indeed, LinkedIn and referrals.
      * Schedule appointments to the clients depends on the time slot as the available well as Telephonic, Skype, Face to Face interviews, depending on candidate’s & client’s availability for the process of recruitment.
      * Coordinate interviews, follow up to ensure feedback is received, acceptance of the offers, joining, etc, and maintain a relationship thereafter.
      * Maintaining Database of Candidates of all individual technologies for Further Effective Retrievals, generating performance reports, maintaining the resume database of the candidates on a daily, weekly & monthly basis.
      * Participating in the full life cycle of recruitment to include sourcing, screening, shortlisting, evaluating, negotiations & placement information to a consultant.
      * Scheduling appointments to the clients as well as telephonic, Skype, Face to Face interviews depending

on candidate’s & client’s availability for the process of recruitment.

* + - * Worked on Permanent/Full-time (FT) Hiring for IT for Various Clients and NON-IT requirements for internal positions.
      * Coordinating with the employer for the rate negotiation & documentation for interviewing candidates on different types of contractual positions.

Preparing MIS Reports/Tracker on daily basis and maintaining databases

**Tech Mahindra Pvt Ltd July 2018 to June 2019**

CSA and RMG Executive

* + - * Working as a CSA to Handle the daily escalations of customer and Working as a RMG Executive to manage time slots for scheduling the interviews, managing & submitting daily reports to the Business Head.
      * Experience in working on multiple juniors to mid-level requirements with different types of positions with different clients.
      * Handling all core activities on regular basis like requisition, analyzing the candidate's interest, handling, sourcing, interview scheduling & coordination, feedback review & salary negotiation, post-selection follow-ups.

Academic Qualification:

* + - * Master’s degree in Business Administration from Integral University, Lucknow in 2017.

Extra-Curricular:

* + - * Advance Excel
      * VBA &Macro
      * SQL & SAP CRM

⮚ MS Office (07, 10, 13 & 16)

Personal Details:

Date of Birth: 10-07-1994

Ready to Relocate Yes (Delhi/NCR

Marital Status: Unmarried

Date:-