**Aditya chaudhary**

M: +91-8287888196,

Email: [adityachaudhary.hr@gmail.com](mailto:adityachaudhary.hr@gmail.com)

Skype ID Adityachaudhary.hr

**PROFESSIONAL SYNOPSIS**

* Professional in Human Resources with remarkable experience of 5+ years in developing and managing a recruiting team.
* Expertise in building and managing networks of talent through social networking sites, job portals.
* Proven track record of recruiting top performers and passive candidates, ability to handle a high volume of open job requisitions, across multiple areas.
* Excellent leadership qualities with proficient interpersonal skills.

**CAREER OVERVIEW**

**I SOFT SERVICES- Recruitment Manager/Team Manager**

**Jul 2011-Till Date.**

**RECRUITMENT**

* Management of the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
* Recruit employees for multiple clients across various domains such as Telecom, IT, Investment Banks, Non-IT/BFSI
* Gather defined job specifications from managers with detailed job descriptions and skill requirements.
* Locating potential candidates through portal, internal database, headhunting, referrals, networking, job fairs, etc.
* Preliminary interviewing of potential candidates in order to assess the candidate's suitability, Attitude, Academic & professional qualifications, experience, communication skills etc.
* Responsible for end to end recruitment.
* Building relationships - Pre interview, Post interview and Post offer.
* Hiring the resources at various levels (mid-level management and senior level management) and versatile mandates.
* Source relevant candidates using databases, references,database of jobs sites and Using Networking Sites (LinkedIn), referencing Using Job Portals & Internal Database .
* Build and maintain databank of professionals according to skill sets..
* Understanding the client organization with respect to existing business activities, organization structure, culture, job requirements laying special focus on Description & Specification
* Leadership Hiring
* Responsible for Full Life cycle of Recruitment for Senior, Middle and Leadership Hiring for Top MNC's in IT and ITES
* Sourcing resumes through Portals, Head Hunting, Personal Networking, References, Linkedin, IIM jobs etc.
* Screening of candidates and arranging interviews for shortlisted candidates to meet clients.

**Team Management**

* Team Handling
* Conducting Training programs for Naukri Portal for Internal Team Members.
* Involved in Conducting Interviews, Walkin drives for internal hiring.
* Conducting team meeting for Reviewing targets, individual performances and other reviews/Activities.
* Provide guidance and support to new and existing team members.

**CLIENT-ACCOUNT MANAGEMENT**

* Handling Key Clients of the Organization.
* Taking mandates from clients and understand their requirements for respective job openings.
* Analyzing the requirements on different skill set & Strategic Planning for Sourcing and Hiring, Identifying sources in Indian market and design a strategy to meet the targets in different skill sets.
* Co-coordinating as one point contact for these top clients regarding all the recruitment needs of accounts
* Interacting with the client right from the point of short listing of the candidates till providing feedback to them.
* Managing the walk-in drives for the clients either over the phone or visiting client location.
* Managing Technical discussion to be held with Hiring Managers, HR SPOC`s etc
* Taking client calls for the requirement briefing, driving new hiring plans, Mapping for closures of positions as per client requirement.
* Maintaining good relationship with existing clients.

**MIS REPORTING**

* Generating various reports for the management as per the formats.
* Maintaining Excel reports for the walk in drives across locations, Maintaining the proper invites & rotating across team members.
* To maintain and update the status of current vacancies, and maintain a record of all filled vacancies
* Maintaining daily reporting of interviews scheduled for clients for internal communication & Follow up with candidates.

**ACHIEVEMENTS**

* Handled PAN and Overseas Recruitments.
* Effective and timely closure of vacancies, Achieving Incentives
* Handling Entire Gamut in RPO (Recruitment Process Outsourcing) of different organizations.
* Appreciated for handling senior level positions.

**EDUCATION**

* **MBA** from **Sikkim Manipal University** in **Human Resource (HR)**
* **B.Com**, **Delhi University**,
* 1 years **Aviation Diploma** from YMCA **, Delhi**
* **Certification course in Computers, F Tec.**