

# Karan Bhatia

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## ACADEMICS

International School of Business & Media, Pune (Specialization: Human Resource and Industrial Relations)	2015-2017
BA (Economics), Fergusson College, Pune (University of Pune)	2014
HSC (Arts), Fergusson College, Pune	2010
SSC , Sinhagad Spring Dale School, Pune	2008

## SUMMER INTERNSHIP (ISB&M)

**2 Months**

Company	Tata Technologies (Talent Acquisition), Hinjewadi, Pune
Objectives & Scope	<ul style="list-style-type: none"><li>▪ Process Mapping for selection to offer time efficiency</li></ul>
Roles and Responsibilities	<ul style="list-style-type: none"><li>▪ Analyze the complete recruitment process of Tata Technologies</li><li>▪ Analysis of the delay in the recruitment process and the reason for the same</li><li>▪ Prepare weekly reports which contained analysis of the team's performance against target position</li></ul>

## WORK EXPERIENCE

### **GARY KIRSTEN CRICKET INDIA, PUNE**

*April '2019- Present (On payroll of Grassroots Sports Academy LLP)*

#### **Operations Manager**

- Planning and execution of online Home Coaching platform during COVID-19
- Managing the facility, infrastructure management
- Promotional activities and managing social media platforms
- Organizing the High Performance Camps, Talent Hunt and International Tours along with local tournaments
- Involved in Interns and staff hiring, managing the training schedules and coaches management
- Students' enrolments, parents relationship
- Liaisoning with Government agencies and private vendors
- Coordinating visits by the eminent sports personalities from different fields, tie-ups management

## **ZS ASSOCIATES, PUNE**

*August'2018-November'18 (On payroll of SA Technologies)*

### **Recruitment Contractor (Pune & Gurugram)**

- Vendor and stakeholder management
- Processing requests to the empanelled vendors on skill-wise Contractor needs received from stakeholders
- Identifying skill based vendors for the contractual needs on various projects
- Managing vendors to meet SLAs for the contractual hiring
- Meeting stakeholders for understanding the hiring requests
- Fortnightly in-person meetings and weekly calls with vendor POCs
- Onboarding new hires into the system based on their project and location

## **GENERAL ELECTRIC INDIA INDUSTRIAL PVT. LTD, CHAKAN, PUNE**

*Jan'2018-August'2018 (On payroll of- Scalene Works People Solutions)*

### **Analyst (Talent Acquisition- Campus Recruitment)**

- Campus connect and end-to-end campus hiring execution with engineering colleges across and outside Maharashtra
- Getting the pre-campus recruitment test done for colleges and primary selection based on criteria set by GE
- Execution of individual campus as well as pool-campus drives in coordination with placement officers and GE HR team.
- Conducting walk-ins on weekend for shop floor hiring for Chakan plant
- Hiring of contractual employees for Chakan plant
- Coordinating all logistics as well as other arrangements for campus drives
- Taking care of selections as well as offers making and disbursal
- Maintaining diversity ratio of 50% in campus hiring as per GE hiring plan

## **CREDIT SUISSE, EON IT PARK, KHARADI, PUNE**

*October 2017 –December2017, (Contractor-Teksystems)*

### **HR Specialist**

- Appropriate tracking of employee documents and ensure accurate filing in E-files system
- Take ownership of the requests and the cases and cater to the requests received in the agreed SLA timeframe
- Getting the Employee personal files rearranged according to the specific barcodes and scanning them to convert the manual file into a E-file
- Collaborate with Case Lead / Case Manager review requests and provide status updates of pending requests
- Ensure Data confidentiality at all times

## **LE HR SOLUTIONS, PUNE**

*October 2013 to April 2014*

### **Trainee- Recruitment**

- Sourcing, Shortlisting, Screening candidates
- Worked on assignments for BFSI sector, KPMG, Yardi Software, Shapoorji Pallonji and L&T Construction

### **EXTRA CURRICULAR ACTIVITIES**

- In ISB&M:  
Member of the "Sports Cell" for two years  
Coordinator of Souvenirs Team "HR Share" 2016  
Head-Coordinator of "RUNBHOO MI 2017" inter-collegiate sports event

### **AWARDS & ACHIEVEMENTS**

- Two time runner-up in Inter - Collegiate Badminton team event- University of Pune
- Two time runner-up (Badminton) Intra - Collegiate event at Fergusson College
- Pune District & Metropolitan Badminton Association Umpire

### **ADDITIONAL INFORMATION**

- Excellent interpersonal skills
- Excellent Public Orator
- Proficient in MS Office

### **PERSONAL DETAILS**

Permanent Address: K4/6, "Gaurihar", Aditya Nakoda Enclave 2, Sinhagad Road, Pune: 411030  
Born: 18th October 1992

**Karan Bhatia**