**Mohan Sharma**

Contact No: +**91. 7411789095** Email ID:**mohit9186@gmail.com**

Middle management positions in **Recruitment/Social Media Recruitment/ Talent Branding** with an organization of repute, preferably in **Bangalore/Pune/Hyderabad/Mumbai**

 ~ Skilled in identifying & hiring through various sources like head hunters, recruitment agency and consultants for managing employee recruitments PAN India based on the allocated budget.

**Summary:**

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* **MBA - Human Resource Management** from KBS Business School; gained over **6+ years** of experience in:

~ Recruitment ~ Mass drives/Walk-ins ~ Employee Referral

~ Sourcing, screening & short listing ~ Offer Management ~ Volume/Mass Hiring

~ Scheduling Interviews & Follow-ups ~ Social Media Recruitment/Talent Branding ~ Reporting/Market Research

* Passionate Human Resource Professionals with **6 years** of experience, relevant experience in Human Resource function, specialized in Talent Acquisition.
* Handled end to end recruitment life cycle for both consulting industry and corporate.
* Expertise in sourcing the best talent from diverse sources: job boards, job aggregators, LinkedIn & social media platforms.
* Ability in providing Strategies for Hiring both Niche/Non-Niche skills, leadership & mass/volume hiring and derive POA for the same.
* Skillful in creating/drafting job ads, job posts, employee referral response templates, invitations, welcome emails and other contents related to recruitment.
* Extensive experience in identifying/strategizing alternative sourcing channels like employee referral programs, building talent pool for niche skills.
* Possess outstanding relationship building skills, strong communication abilities and have experience working with Business leaders & stakeholders.

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**Work Experience**

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| Organization  Current  | Quinnox Technology  |
| Period   | April 2019 to Till date |
| Current Designation   | Sr. Technical Recruiter  |

**Roles and Responsibility**

* Proven experience in end to end recruitment: Sourcing, Screening, validating, salary negotiation with the best margin, scheduling, collecting documents for BGV , documentation for on boarding process, and follow up with the resource Creating and dispatching the offer letter, setting induction, and on boarding candidates.
* Conducting Telephonic Interview (to check Communication skills, project experience, cost, notice period and other related factors).
* Collaborate with the Leadership Team for strategies, challenges and workarounds in lateral recruitment, also ensure timely and periodic status updating on hiring to business.
* Work closely with the business to understand the requirement, skills and expectations

Prioritize work based on ageing of the open position

* Offer generation and post offer engagement, Reviewing of Offers for candidates who have been selected.
* Build and maintain relationship with prospective talent in order to establish a network in industry to meet current and future hiring needs
* Collaborate with the team on new hiring initiatives & process improvement method
* Ensure all requirements are closed with the right talent pool

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| Organization  Current  | Attra Infotech Pvt. Ltd.  |
| Period   | October 2015 to December 2018 |
| Current Designation   | Sr. Technical Recruiter  |

 **Roles and Responsibility**

* Proven experience in end to end recruitment: Sourcing, Screening, validating, salary negotiation with the best margin, scheduling, collecting documents for BGV , documentation for on boarding process, and follow up with the resource Creating and dispatching the offer letter, setting induction, and on boarding candidates.
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| Organization  Current  | Arnold Consulting PVT LTD |
| Period   | Feb 2014 to Sep 2015  |
| Current Designation   | Executive-Talent Acquisition |

**Roles and Responsibility**

* Sourcing: ≅ Sourcing the profiles through ≅ Job Portals ≅ Candidate Referrals ≅ Internal Database ≅ Mass Mailing ≅ Job Posting ≅ Reference ≅ Screening the CVs & Scheduling: ≅ Screening the CVs. ≅ Scheduling F2F
* Screening the CVs & Scheduling: ≅ Screening the CVs. ≅ Scheduling F2F / Telephonic interviews according to the candidate & company’s requirement. ≅ Post Scheduling Process & Follow up: ≅ Making reconfirmation calls, clarifying doubts of candidates.
* Maintaining tracker of sourced profiles, status of the candidates and other activities. ≅ Following up with the candidates until selection and joining. ≅ Coordinating with Management regarding candidate’s joining. ≅ Other Responsibilities:
* Involved in client calls about the requirements. ≅ Reference check of selected candidates. ≅ Maintaining tracker about the Interview schedules, offered candidates, pending joiners. ≅ Preparing the Submission reports and preparing the Daily & Weekly reports in excel sheet.

Requirements Handled: ≅ Technical Requirements: ≅ Data warehousing: - MSBI ,Informatics, Congo’s, Data stage, Ab-initio, Teradata, Business Objects . ≅ Java: - Java/J2EE, Servlets, JSP, JSF, Struts, Hibernate, Spring,

Web Services, EJB . ≅ MS Technologies:-VB, .Net, Asp.net, C#, ADO.Net, Entity Framework , LINQ, MSSQL Server, MS Dynamic CRM, ≅

Testing: Performance Testing, Manual Testing, Automation Testing, ETL Testing. ≅ Networking: VMWare Admin. ≅ Database: Oracle 8i, 9i, DB, SQL Server 2000 and 2005,2008, MySQL, Plsql, Sql DBA , Oracle DBA ≅ ERP: SAP –HCM, ≅ Web Designing: HTML 5, CSS, JavaScript, jQuery, Angular JS.

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| Organization  Current  | Delight HR Services |
| Period   | June 2013 to Feb 2014  |
| Current Designation   | HR-Talent Acquisition |

**Roles and Responsibility**

* Sourcing the profiles through ≅ Job Portals ≅ Candidate Referrals ≅ Internal Database ≅ Mass Mailing ≅ Job Posting ≅ Reference
* Screening the CVs & Scheduling: ≅ Screening the CVs. ≅ Scheduling F2F / Telephonic interviews according to the candidate & company’s requirement. ≅
* Post Scheduling Process & Follow up: ≅ Making reconfirmation calls, clarifying doubts of candidates. ≅ Maintaining tracker of sourced profiles, status of the candidates and other activities. ≅
* Following up with the candidates until selection and joining.
* Coordinating with Management regarding candidate’s joining. ≅ Other Responsibilities: ≅
* Involved in client calls about the requirements. ≅ Reference check of selected candidates. ≅
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* Preparing the Submission reports and preparing the Daily & Weekly reports in excel sheet.

**Recruitment Sources:**

 Naukri | Vendors/Partners | Employee Referrals | LinkedIn |Training institutes

**Personal Details:**

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| DOB  | 05-07-1987 |
| Gender | Male |
| Nationality  | Indian |
| Marital Status  | Married |
| Languages known |  English, Hindi, |

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Declaration:

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I hereby declare that the information furnished above is true and correct to the best of my knowledge & belief.

Date Mohan Sharma