

# **Ravi Mankodiya**

## **(Human Resource)**

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### **Career Objective:**

An organization where I can fully utilize my skills and make a significant contribution to the employer's success and at the same time my individual growth.

### **Work Experience:**

**AppLocum International Pvt Ltd**

**Apr-2022 to till date**

**HR / IT Recruiter**

- Investigate and determine employee needs
- Develop sustainable talent acquisition and hiring plans and strategies
- Design, plan and execute employer branding activities
- Encourage employees to be brand ambassadors
- Plan employee referral programs
- Use HR tools, Recruitment Marketing tools
- Source and find candidates qualified for open positions
- perform analysis of hiring needs and provide employee hiring forecast
- Design, plan and execute selection processes (conduct interviews and screening calls, administer psychological tests etc.)
- Reviews employment applications and background check reports
- Find bottlenecks in the recruiting process
- Perform candidate and employee satisfaction evaluations and workshops
- Plan procedures for improving the candidate experience
- Suggest measures for improving employee retention
- Lead, oversee and supervise members of the recruiting team
- Use sourcing methods for hard-to-fill roles
- Attend career and college fairs, and similar events
- Determine HR and recruiting KPIs
- Create and present KPI reports

**Surekha technologies PVT LTD**

**Jan -2021 to Apr 2022**

**HR Recruiter**

- Design and update job descriptions
- Screen incoming resumes and applications from job portals and website
- Provide shortlists of qualified candidates to CEO and TL
- Designing and implementing the overall recruiting strategy which includes Monitoring key HR metrics, including time-to-fill, time-to-hire, and source of hire
- Schedule in-person and telephonic/online interviews
- Following up on the interview process status
- Collaborate with managers to identify future hiring needs
- Performing reference and background Verification

- Employee engagement, Salary negotiations, Campus hiring with agreement process.
- Reporting to CEO and Update all recruitment reports

**You hire consultancy Pvt.ltd**

**Feb-2020 to Dec -2020**

### **Talent Acquisition Executive**

- Source, screen, interview, and evaluate candidates.
- Schedule and coordinate the interviews and follow-up with candidates and clients to ensure a successful conclusion.
- Proactively build a database of relevant talent.
- Proactively recruit by researching, analyzing, and forecasting client needs and pipelines applicable candidates

### **Certification:**

**1)Recruiting, Hiring, and Onboarding Employees (Coursera)**

**Aug-2022**

**2)Human resource management (Great Learning)**

**May-2022**

### **Internship:**

**Karyin HR solution:**

**1 month**

**Bajaj Processors Limited:**

**3 months**

**The Fern Ecotel Hotel**

**45 Days**

### **Projects:**

- Participate in Adventure (Day event) 2019 at LJIMS in Business Baazigar and learned to do Business with low Investment and get the High profit
- Worked on the Alert today alive tomorrow project to create awareness about traffic rules in society. Dec'18

### **Education:**

**MBA(HR)**

**2018 to 2020**

L.J. Institute of Management studies

**BBA**

**2015 to 2018**

C.U. Shah Commerce college

**HSC**

**2015**

Shree G.S Kumar Vidyalaya

### **Co-Curricular Activities:**

- Participated in HR Excellence
- Participated in Health weak awareness
- Visited Coca-Cola company, Big basket, times of India,
- Participated in Adventure (Day and Night Events) 2019 at LJIMS.
- Participated in Health weak awareness

- Participated in Finance Hackathon 2019 where we were required to Prepare a Financial Statement Analysis of Merck in order to determine and identify financial strengths, weaknesses, and Relationships that exist in the company using techniques of Horizontal Analysis, Vertical Analysis.

**Personal Skills:**

- Creative Problem Solving
- Organizational Leadership
- Interpersonal Communication
- head hunting, boolean search, convincing to the candidate, up-selling, hand holding
- Lateral Hiring
- Digital Marketing (Corporate branding)

**Personal Details:**

**Gender:** Male

**Marital Status:** Single

**Language Known:** Hindi, English, Gujarati,

**Declaration:**

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

**Ravi Mankodiya**