**NEERAJ MORE**

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***Experience in HR, Recruitment| 10 Years of Authentic Results***

**PROFESSIONALSUMMARY:**
Knowledgeable Human Resources Personnel with extensive experience in recruiting, phone interview screening and reference checking. Effective organization of candidate qualifications, interview results and outcomes. Capable of not only identifying weaknesses or gaps in existing Human Resource Information Systems (HRIS), but providing recommendations to improve effectiveness and efficiency.

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|  **CORE COMPETENCIES INCLUDE** |
| ● Recruitment | ● Personnel records | ● Employee relations |
| ● Job evaluation | ● Compensation management | ● Benefits administration |
| ● Attendance management | ● Reports preparation | ● Interview scheduling |

* Lead HR Talent Acquisition who investigates and determines employee needs.
* Develop a 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 HRIS, 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.
* HR Recruiterwith complete understanding of Manpower requisition from concerned department and accordingly drafting a job description and getting it approved from concerned person.
* Encouraging the employees to provide reference for better prospectus.
* Communicating the employment status to the applied candidates.
* Planning events or activities regularly or on some occasions, getting those approved by senior management and implementing those.
* Planning and coordination HR presentations and training sessions.
* Conducting pre-employment background checks on prospective employees.
* Reviewing resumes and applications sent in by job applicants.
* Helping Employees save tax by advising them on tax benefits plans and other investment options.

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 **AREAS OF EXPERTISE**

 • Having an enthusiastic approach to completing tasks.
 • Treating all enquiries from employees in a polite, friendly and welcoming manner.
 • Able to work in settings where a high degree of discretion is required.
 • Ability to maintain composure and remain calm under pressure.
 • Ability to work positively with others.
 • Willingness to learn new skills.
 • Logical, passionate and determined when approaching problems.

**IT Skills Worked on**

**Programming Languages:** Java, Python, PHP, C++, SQL
**Web Application**: Java, J2EE, spring, Hibernate, Struts, JSP, J2EE, and JDBC.
**Microsoft Technologies**: Dot Net, ASP.net, VB, VB.net, ADO.Net, C#, .Net Framework, SQL Server
**BI /ETL Tools**: SSIS, SSAS, SSRS, Informatica.

**Front End Technologies**: HTML, CSS, JavaScript, jQuery, Bootstrap,Angular,React.js

**Software Testing Tools**: Manual, Automation (Selenium, QTP).

**PROFESSIONAL EXPERIENCE:**

Lead HR Talent Acquisition at **Donatekart**

From Dec 19 to till date

HR Recruiter

From August 2010-September 2019
**RADIANT Digital Solutions Pvt Ltd (Formerly SCI IT Solutions Pvt. Ltd)**

**DUTIES:**

* Conducting preliminary discussion with potential candidates to validate the job experience, career aspirations, and soft skills along with the interest/willingness in the job/requirement.
* CTC negotiation with the candidates.
* Keeping continuous follow-up with 'Offer Accepted' candidates, helping them for DOJ extension & thereby ensuring their joining &Maintaining Recruitment Database.
* Maintaining In-house Profile/Resume Database.
* End-to-End IT Recruitment across all Skill areas.
* Experience in Full range of Hiring, Starting from Fresher’s to Positions requiring Niche Skill Set.
* Good Working Knowledge of Job Portals like Naukri, Monster, Field glass etc., and using Professional Networks like LinkedIn.
* Develop strong relationships with senior management to forecast recruitment needs provide consultation to key hiring managers and implement innovative and cost effective recruiting strategies linked with business needs.
* Developing and managing a talent pipeline for the India that is in line with the businesses current and future requirements.
* Generating Weekly/Monthly/Quarterly Reports to constantly improve and measure interview ratios and offer to join ratios.
* Good Experience in Campus Recruitments/Drives/Walk-ins/Referrals etc.,
* Full Accountability for Meeting all Hiring Targets while ensuring Process Accuracy/Compliance.
* Maintaining employee files and the HR filing system.
* Advising employees and helping them make informed decisions about their careers.
* Scheduling interviews for job applicants.
* Assembling new hire information packs.
* Responding to applicants regarding job openings.
* Writing up job descriptions.
* Preparing job postings for vacancies.
* Welcoming new employees and arranging induction programs for them.
* Reviewing, auditing, and verifying monthly benefit invoices.
* Conducting exit interviews of candidates who are resigning.
* Trying to get constructive feedback for company and trying to implement the corrective measures for them.
* Handling end to end recruitment process for different business verticals
* Sourcing profiles from different job portals like Naukri, Monster, LinkedIn etc. (Posting Hot vacancies, walk-in drives).
* Scheduling interviews, checking and blocking the calendars of the operations team, also worked as a Scheduler
* Collect Referrals from employees and coordinate with them till the end.
* Handling Internal Job Postings.
* Handling out station campus drives for the required skill, & positions.
* Coordinate with various campuses and set up a campus plan for the upcoming requirements.
* Visiting all India campuses for the required skill set.
* Driving fresher’s from the campuses for the yearly requirements.

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**EDUCATION:**
Bachelors of Commerce(Computers),**Osmania University ,Hyderabad,Telangana.**