

Paresh Meharawat

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Seeking assignments in Sr. Talent Acquisition / Lead TA with a reputed organisation

Executive Summary

- **Talent Acquisition executive with 2.6 years** of experience in IT, Non IT, BFSI and Pharma Industry for Domestic and International Market.
- Currently working with a **UpMan Placement** as a **Sr. Executive Resource**.
- In depth knowledge about Mid-level to Lateral Hiring.
- Excellent team building, communication, relationship management and analytical skills.
- Possess excellent interpersonal, communication and organizational skills.
- Well experienced in sourcing through various job boards like Naukri, LinkedIn, Shine, Boolean Search.

Areas of Exposure

Information Technology

- Have worked on various technologies from Mid-level to Senior level for Fortune 500 to start ups.
- I have worked on technologies like Java, .Net, C++, Salesforce, Microsoft 365, PowerBI, Front-end, back-end, full stack, SFCC, Automation testing, Manual Testing, Performance testing, Nodejs, cloud, SEO, Solution Architect, Business Analyst, Implementation Engineer, SAP, SDET and many more.

NON IT / BFSI / Pharma

- Have worked on various technologies from Mid-level to Senior level for Fortune 500 to start ups.
- I have worked on roles like National Marketing manager, Production Manager, MR, Associates, BDM, BDE, Legal Manager, Process Associates, Auditors, Internal & External Audits, Area head sales, Sales Managers, Branch Manager, etc.

Professional Experience

Sr. Executive Resources – UpMan Placement, Ahmedabad, From June 2022 – Till date.

UpMan Placements is a 360-degree executive search and strategic human resource solution company. Specializing in technically advanced and customized delivery, and retention of the right executive talents, we consistently strive to achieve satisfactory Lesioning between recruiting firms &recruits.

UpMan Placement has spread its wings into diverse avenues of Human Resource Management from past thirteen years; having presence in Singapore, UK & India.

Key Responsibilities:

- Evaluating and understanding the client's requirements.
- Sourcing relevant profiles from portals, external sources and employee references.
- Screening out and scrutinizing the resumes.
- Identifying the suitable candidates quickly for client submission for the given requirement within stipulated time frame.
- Scheduling interviews of applicants based on client requirements.
- Maintaining good relations with Clients.

- Maintaining database and daily report of candidates screened, submitted and selected for immediate and future requirements.
- Keeping continuous follow-up with the selected candidates till the date of joining.

Technical Recruiter – Conviction HR, Ahmedabad, From Apr 2021 to March 2022

Founded in the year 2012, conviction provides you with Human Resource Solutions that are well researched. Our placement services are worked upon in tandem with state of the art technology and a proactive team of expert head-hunters. In today's human resource global community our name comes as a bankable source of opportunity and talent providers, so that your company reaps optimum harvests of profit by resting the right jobs on right shoulders.

Key Responsibilities:

- Handling end to end recruitment process for IT, NON IT, BFSI domain for mid-level - leadership roles.
- Review and understand technical job requirement, establishes recruiting requirements by studying organization plans and objectives meeting with managers to discuss needs.
- Sourcing candidates from various job portal like Naukri, shine, LinkedIn.
- Identifying the right candidate from job portal to fulfil the demand from delivery.
- Responsible for screening candidates as per requirement.
- Arranging interviews on Video Conference or F2F on Presence of Candidates.
- Updating the status of interview to reporting manager.
- Following up with candidate's post-offer until their Joining.
- Daily update & tracker for work done at end of the day.
- Maintaining the database and candidate records.
- Handling end to end recruitment, sourcing the best candidates from diverse sources.

Technical Recruiter US – Progressive Staffing, Ahmedabad, From Feb 2020 to Feb 2021

Key Responsibilities:

- Built talent pipelines of applicants to support efficient and effective hiring.
- Sourcing candidates from various job portals like Monster, LinkedIn, Dice.
- Create pipeline and share daily reports and tracker to reporting manager.
- Evaluated resumes, interviewed and presented qualified candidates to hiring managers and solicited feedback to refine recruiting strategy.
- Reviewed employment applications and background check reports to facilitate hiring process.
- Negotiated contracts and managed budget for recruiting expenses.
- Schedule interview with Candidate as per scheduling.
- Optimized sourcing networks and used proactive methods to direct source candidates.

Academic & Professional Credentials

2018	BCA from Ganpat University, Ahmedabad, Gujarat
2015	The R.H. Kapadia New High School, Ahmedabad, Gujarat

Personal Information

Date of Birth:	5 th March 1999
Linguistic Abilities:	English, Hindi, and Gujarati
Nationality:	Indian
Marital Status:	Unmarried
Present Location:	Ahmedabad, Gujarat.