Personal Information

Name and Surname:	Anchal Pratik Gor
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	380054, Ahmedabad
Date of Birth:	13.07.1991
Phone number:	7990685897
E-mail:	ashsoni1378@gmail.com
	Sr. Recruitment Specialist
	I have total 6+ Years of Experience in IT Recruitment and Team lead

Profile

Education

03.2013 - 10.2015	*Patan, Gujrat*
	M.A. In English Literature

Experience

Silverwing Technology (Jan 2016 to Dec 2016)
IT Recruiter

- *Making reports and run company policies.*
- *Responsible for the full Recruitment Life cycle for company*
- *Sourcing and management of office equipment and maintaining a*
- *clean and enjoyable working environment. Screening of resumes,*
- *short listing.*
- *Scheduling interviews according to the candidate & seniors as department wise requirements.*
- *Following up with the candidates until selection and joining.*
- *Negotiating the joining dates with the candidate once the*
- *offer is released and ensuring that they would join at the*
- *required time line to finalize the joining date.*
- *Handled internal and external communication or*
- *management clerical or other staff,*
- *Handling the entire Admin work also as well. Responsible for Daily progress report.*
- *Handling the front desk also.*

Satyam Consultancy (Jan 2017 to Oct 2019)
HR Manager

- *Making reports and run company policies; Like Grooming of employees, Attendance, making salary, Employee Engagement Activity, Employee performance activity,*
- *Making Sales reports. Handling the entire Admin work as well. Handled internal and external communication or management clerical or other staff*
- *,Responsible for the full Recruitment Life cycle of company.*
- *Handling the team of 5 employee, Daily Meeting, client coordination, HR communication, Interview Coordination, Daily report, making Agreements.*
- *Sourcing and management of office equipment and maintaining a clean and enjoyable working environment.*
- *Negotiating the joining dates with the candidate once the offer is released and ensuring that they would join at the required time line to finalize the joining date.*

Tridhya Tech PVT (Nov 2019 to July 2020)
HR Executive.
  80% Recruitment 20% Core Activity.

Nourtek Innovation (Injala) (August 2019 to Jan 2023)

HR Support(80% Recruitment)

- *Support all HR ActivitiesInduction.*
- *Making Offer letters and joining formalities*
- *Experience in GryeTHR*
- *Recruitment*
- *Portals (Naukri, Times Job, Indeed ,Linkedin)Payrolls & Salary processing*
- *Exit Interview.*
- *Responsible for the full recruitment cycle.Experience in ZOHO Recruit.*
- *Negotiating the joining dates with the candidate once the offer iensuring that they would join atthe required timeline to finalize.*
- *Support all HR Activities*
- *Induction.*
- *Making Offer letters and joining formalities Experience in GryeT HR*
- *Recruitment - Portals (Naukri, Times Job, Indeed ,Linkedin)Payrolls & Salary processing*
- *Exit Interview*
- *Responsible for the full recruitment cycle.Experience in ZOHO Recruit*
- *Negotiating the joining dates with the candidate once the offer iensuring that they would join atthe*
- *Handling end-to-end recruitment cycle , Sourcing, Screening, an*
- *Sourcing profiles through Naukri.com,Monster.com, Referencing,Professional, Databases etc.*
- *Follow up and coordinate with the candidates and take care of thcycle*
- *Posting of jobs in job portals for various openings*
- *Negotiate salary with applicants to have a balance between salardemanded*
- *Induction,joining and leaving formality ,documentation,appraisal*
- *Carry out Employment Engagement Activities*
- *Handling all Admin Stuff also*

Edgesys (Feb2023 to Till)Senior Teamlead

Recruiter Contract Base

- *Recruitment*
- *Responsible for the full recruitment cycle. Experience in ZOHO Recruit.*
- *Negotiating the joining dates with the candidate once the offer iensuring that they would join atthe required timeline to finalize.*
- *Support all HR Activities*
- *Cold calling*
- *Non IT recruitment*
- *IT Recruitment*
- *Portals (Naukri, Times Job, Indeed ,Linkedin,Dice, monster, Career Builder)*