# Manan Patel

M: 9724271400

E: [mananp2410@gmail.com](mailto:mananp2410@gmail.com)

[linkedin.com/in/manan-patel-325414181](https://www.linkedin.com/in/manan-patel-325414181)

# PERSONAL SUMMARY

An energetic, ambitious and enthusiastic professional who has prior experience of maintaining existing client relationships and also generating new ones. Possessing commercial awareness and excellent presentation, verbal communication, and organizational skills. Having a proven ability to meet and exceed set sales targets as well as the relevant administrative, commercial, sales and personnel work experience required for a successful recruitment consultant.

# CAREER HISTORY

# TECHBLOCKS CONSULTING PVT. LTD

# SR. ASSOCIATE IT TALENT ACQUISITION – Jan 2021 – Present

# Coordinate with hiring managers to identify staffing needs

# Determine selection criteria

# Source potential candidates through online channels (e.g. social platforms and professional networks)

# Plan interview and selection procedures, including screening calls, assessments and in-person interviews

# Assess candidate information, including resumes and contact details, using our Applicant Tracking System

# Design job descriptions and interview questions that reflect each position’s requirements

# Lead employer branding initiatives

# Organize and attend job fairs and recruitment events

# Forecast quarterly and annual hiring needs by department

# Foster long-term relationships with past applicants and potential candidates

**IMS PEOPLE**

# RECRUITMENT TEAM LEAD – Jan 2018 – Dec 2020

Consistently hits personal billing targets and provide a successful individual track record.

* Accountable and provide evidence of their team’s billings and achievements.
* Delivers personal client development plan (as set by Manager)
* Sets client development plans for team ensuring there is a balanced distribution of clients
* Takes delivery plan set by manager and ensures self and team consistently deliver against it
* Builds team within agreed segment, ensuring consultants have in-depth understanding of segment and do not work outside it
* On-boards and trains new Consultants, aiming to get them billing within 2–3 weeks
* Proactively identifies and supports internal moves from own team to else
* Ensures team delivers high quality client experience
* Ensures team understand SLAs and take accountability for ensuring signed terms are in place
* Ensures team builds relationships with top candidates in segment, always
* Seeking exclusivity and global opportunities
* Measures team’s candidate utilization ratios, ensuring they are in-line with process
* Ensures team delivers high quality candidate experience
* Ensures team uses database and systems correctly
* Ensure team understand importance of accurate and prompt billing of all deals, and assist Accounts / Credit Control to ensure payment is received
* Understands and communicates key messages to the team

# IMS PEOPLE

**Recruitment consultant- March-2014 to Dec-2017**

Working long hours contacting employers and clients and talking to them to gain a better understanding of their requirements and needs. Then building a understanding of their industry and corporate culture and finally scouting for potential employees for their open positions.

Duties:

* + Helping clients to find suitable candidate to fill their vacancies.
  + Involved with the marketing department to devise job adverts.
  + Placing adverts in relevant market journals and publications, job boards and local press.
  + Making phone calls to candidates who are judged to be eligible.
  + Conducting phone interviews with prospective candidates.
  + Describing the work duties, salary and benefits of a particular vacancy.
  + Doing background checks and verifying the references, work experience and academic qualifications of applicants.
  + Screening, testing and assessing candidates.
  + Developing a relationship with interviewees.
  + Receiving and reading through the CVs that job seekers have sent in to the recruitment agency.
  + Arranging interviews with candidates who have been short listed for a position.
  + Drawing up short lists of suitable candidates.
  + Involved in negotiating the salary between the client and the candidate.
  + Attending job fairs on the company’s behalf, standing at a staff and talking with graduates and job seekers.
  + Attending network events and using marketing to attract suitable and potential candidates.
  + Updating the recruitment agency database with the details of potential candidates.
  + Assisting applicants with their interview techniques.
  + Calling up a candidate and informing them if they have been successful or unsuccessful in their application.
  + Cold calling companies to generate more business for the recruitment agency.
  + Attending meetings with clients at their offices.
  + Ensuring the compliance of any temporary worker or contractor placed.
  + Giving candidate an advice and guidance on appropriate pay rates, training and career development.
  + Building own database of clients and contacts.

# AXIOM BPM SERVICE LTD. - 2012 to 2014

**Customer service executive**

# PROFESSIONAL EXPERIENCE

Recruitment competencies:

* + Having in depth knowledge of the recruitment industry.
  + Experience of filling both temporary and permanent positions.
  + Experienced in daily time planning.
  + Have a business to business sales background.
  + Can produce mail shots and marketing literature to develop business areas.
  + Strong track record of customer and applicant control.
  + Experience of social media sourcing.
  + Good knowledge of how businesses work.

Personal:

* + Enjoy working in a highly pressurized with demanding sales environment.
  + Excellent interpersonal skills and able to communicate effectively.
  + Focused on results and goals orientated.
  + Professional, intuitive, and analytical in approach to issues and projects.
  + Able to run own desk without being micromanaged.
  + Confident and diplomatic when talking to people.
  + Quick and efficient.

# KEY COMPETENCIES AND SKILLS

Head hunting Interviewing Marketing Positive Attitude

Eye for detail Desire to win People skills Ability to sell

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| **ACADEMIC QUALIFICATIONS** |  |
| Gujarat University  B Com (Hons) Business Studies | 2009-2012 |
| Rachna High school | 2005-2007 |

**REFERENCES** – Available on request.