

NIKHIL KUMAR SHAKYA

 nikhilkrshakya95@gmail.com

 9654047366

Personal Traits

Strongly believes in the concept of teamwork and creating a motivational environment. The career plan consists of effective implementation of policies, systems and delegation of responsibilities.

Key Skills

- HR Professional with work experience in recruiting IT/Non IT Professionals
- Expertise in the areas of Staffing, Sourcing, Screening, Interviewing, Head Hunting and Salary Negotiation
- Skilled in attracting the most qualified employees and matching them to jobs they are well suited
- Handling End to End Recruitment for Middle Level to Top Level Management.

Professional Synopsis

○ HR Executive

{ANRI Solutions HR Services Pvt. Ltd (May 2019-Till Present)}

Responsible for entire recruitment Life-Cycle from Sourcing, Screening, Selection, Salary Negotiation, Joining, On-Boarding Formalities. Substantially working for the **BIG 4's (Deloitte and PwC)** and other prominent organisations.

Roles and Responsibilities:

- Full cycle recruiting experience supporting business leaders by delivering high-quality work in a fast-paced, dynamic and people-centric business mode: Sourcing, Screening and On Boarding Candidates
- Identifying potential candidates and shortlisting them through various mediums like job sites (Naukri.com, Monster, Times Jobs) and social networking sites like LinkedIn.
- Interacting with candidates to evaluate their suitability and fitment for the applied position.
- Coordinating between the candidate and the client till joining of the candidate in the company.
- Maintaining relationships with both registered and placed candidates including placement administration and after care.

IT Recruitment

Non IT Recruitment

Niche Hiring

o HR Recruiter

{Vibrant Solutions (Nov 2018-April 2019)}

Responsible for entire recruitment Life-Cycle from Sourcing, Screening, Selection, Shortlisting and Joining. Substantially working for **Wipro, HCL, Teleperformance, EXL Services, Arvato, NIIT Technologies, CSOB (Central Services Officer's Board), True North, Convergy's**

Roles and Responsibilities:

- End to End Recruitment: Sourcing, Screening and On Boarding Candidates
- Identifying potential candidates and shortlisting them through various mediums like Naukri.com
- Interacting with candidates to evaluate their suitability and fitment for the applied position.
- Coordination with Technical panel and understanding their requirements, defining job positions.
- Conducting telephone and Personal interviews in coordination with department heads.

Bulk Hiring

Mass Recruitment

BPO Hiring

Manpower Sourcing

Mass Hiring

Internships

o Content Writer



Bennett Technologies Pvt Ltd. (Virtual Internship) – (Mar 2017 – July 2017)

Responsible for adding value by actively engaging customers/stakeholders and maintaining a cohesive brand voice.

Education

BCA	Jagannath International Management School (JIMS Vasant Kunj)	Guru Gobind Singh Indraprastha University	2018	6.9 Cgpa
XII	Balvantray Mehta Vidya Bhawan ASMA, G.K - 2	C.B.S.E.	2014	71%
X	Balvantray Mehta Vidya Bhawan ASMA, G.K - 2	C.B.S.E.	2011	6.4 Cgpa

Skills

MS – Office (Intermediate)

Database Management System (Intermediate)

SQL (Beginner)

HTML (Beginner)

JAVA (Beginner)

MS – Outlook (Intermediate)

MS – Excel (Intermediate)

Training



Computer Networks

CISCO (IIT Delhi) – (Feb 2017)

Android App Development

MCN Solutions – (July 2017 – Aug 2017)

Projects

o MediAlert Anroid App

(Android Studio)

This app was designed so as to remind the patients to take their medicines as per the prescribed schedule.

o Commodity Price Predictor

(MATLAB)

This app was designed to predict the opening and closing price of crude oil.

o Automated plant watering system

(Arduino)

This plant watering system was designed to automatically water the plants based on the soil moisture level.

Personal Details

- Father's Name** : Mr Vedram Shakya
- Address** : Sangam Vihar, New Delhi – 110062
- Date of Birth** : 06th May 1995
- Contact** : 9654047366
- Nationality** : Indian

Assets

Good understanding of Human Behaviour, keen desire to achieve success, Self-Discipline, Optimistic attitude, less diplomatic, good planning skills, Spirit of teamwork and cooperation, adaptability and learning ability, believe only in results, regular and punctual.

Declaration

I hereby declare that the facts given in the resume are correct to best of my knowledge and belief.

Date:

Nikhil Kumar Shakya

Place: