**Prince Kumar**

**E-MAIL:**princekr.gaya@gmail.com

**PH:** 91-8197893297

# CAREER OBJECTIVE:

Looking for a suitable position in an Industry where I can learn and explore my assertive, plan towards the targets achievement. Supervision & managing the workforce with interpersonal skills and analytical problem killing attitude.

**CAREER Profile:**

* Having around 2 years of Experience as HR Recruiter with DynPro India Pvt.Ltd.
* Strong communication and interpersonal skill.
* Team Player with an ability to grasp new things quickly.
* Had done project on **“STUDY ON EFFECTIVENESS OF REWARD SYSTEM ON THE MOTIVATIONAL LEVEL OF EMPLOYEES (A CASE STUDY OF RELIANCE NIPPON LIFE INSURANCE COMPANY LTD.)”**

**Present Employee:** DynPro India Pvt. Ltd.

Designation : Talent Acquisition Executive

Date Joined : 3rd- March-2021

Date Left : Till Date

Clients : Sony, Havells, Lowes, Beam, Bunge

**Previous Employee:** Latent Talent Technologies Pvt. Ltd.

Designation : HR Recruiter

Date Joined : 28- Jun-2019

Date Left : Till Date

Clients : Tech Mahindra, Collabra, Xebia, UST Global

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**ROLES & RESPONSIBILITIES:**

* + Responsible for **end to end IT recruitment life cycle.**
  + Interaction with the client through Telecommunications to have a thorough understanding of the job requirements.
  + Source potential candidates from various online channels (e.g. social media and professional platforms)
  + Ensuring the complete life cycle as per the client’s recruitment procedure right from sourcing a candidate to generating the offer letter.
  + **Requirement Gathering**: Discussing & understanding the requirements from different Clients.
  + **Client Management:** discussing on high priority requirements on daily basis over the calls.
  + **Team Management:** Distributing requirements with the team & helping them to understand Job description to submit quality profiles as per the client need.
  + **Sourcing** from Various Web Portals/ References.
  + Identifying the potential candidates through various sources like **NAUKRI etc**.
  + Responsible for **Posting** and **Mass Mailing** on job portals
  + **Screening** and **short listing** of resumes.
  + **Initial Screening:** Discussing with candidates based on the skill sets, Education, Experience, Location, Salary Expectations and their fit with requirements of the positions.
  + **Formatting**: Formatting the resumes as per the client's request, making data-sheet (Candidate summary sheet) and excel sheet for each resume.
  + **Scheduling:** Scheduling Interviews of short-listed candidates as per the client availability.
  + **Coordination**: Coordinating with client & candidates for the interview schedules.
  + **Follow up**: Collecting feedback from the clients and following up with selected candidates & Continuous follow up with offered candidates to ensure joining by maintaining the good relationship with the candidates and getting them on board.
  + Taking the necessary steps to solve the issues (Candidates Salary, Offer letter and joining).
  + Co-ordinated multiple walk-ins drive at different client places on weekends.
  + Preparing Daily, Weekly and Monthly report (Tracker sheet).
  + Recruit, manage and lead a dynamic team that responds and fulfils Clients’ hiring needs.

**Hiring Process:** C2H, Permanent

**Requirements worked on:**

Servicenow Senior Consultants, Linux Kernel Engineer, MSD CRM Consultant, Senior Software engineer (Java, Python, Tibco, React Js, Redux, Etc...), Linux API,Azure developer,RPA developer, Big Data, Hadoop

**TECHNOLOGIES WORKED:**

* ERP Technologies : SAP Functional Modules : SAP MM,SD,FICO,QM,WM,SCM

: SAP Technical Modules : ABAP, BASIS

* Web Development Technologies :HTML5, XML, CSS5, Web Services
* Software Testing :Manual, Automation (Selenium,QTP,ETL, Desktop)
* Mobile Technologies : IOS and Android.
* Networking : Routing and switching.

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**Professional Qualification:**

MBA (HR & IT) 2016-2018 from Swami Vivekananda Subharti University

B. Tech in Electrical & Electronics Engineering (2009-2013) from R.V.S.C.E.T, Jamshedpur.

**ACADEMICS:**

Intermediate : CBSE BOARD with Science (2007) from Kendriya Vidyalaya NO.2 Paharpur Gaya, Bihar.

Matriculation : CBSE BOARD (2005) from D.A.V Public School Cantonment Area Gaya, Bihar.

**PERSONAL DETAILS:**

Father’s Name : Mr. Anil Singh

Mother’s Name : Mrs. Sheela Singh

Date of Birth : 03/07/1989

Sex/Marital Status : Male/Single

Language known : Hindi, English

**STRENGHT:**

* Disciplined, dedicated, & hardworking with an ability to take responsibilities.
* Open to new technologies &ideas.
* Good communication skill
* Hardworking and dedicated with good team working.

**DECLARATION:** I hereby declare that the information provided above is true and best of my knowledge.

Place: Bangalore

Date: Prince Kumar