

Anil Kanojiya

Email ID: anilkanojiya1994@gmail.com

Mobile: 9870455851

A passionate (3+yrs) HR Executive (Talent Acquisition) with an effective and confident communication who is also a self-starter with the dedication and motivation required to succeed in HR & Recruitment field. I am Skilled at creating a strong organizational culture and enabling business results through strategizing processes and employee relationship management.

Career Objectives: To secure a challenging position where I can effectively contribute and enhance my professional skills and help to lead a competitive growing company to a new level of success.

BRIEF SNAPSHOT

- A result oriented professional with 3 years of experience in Human Resources (Talent Acquisition Team), directing End 2 End Recruitment at bulk level.
- A self-starter with a can-do attitude, who looks at challenges as opportunities. Passionate and hands on team player with an eye for detail and comfort with ambiguity, adept at stakeholder management.
- HR Executive with rich work experience in Pan India, Retail and Bulk Hiring.
- Expertise in the areas of Talent Acquisition (End 2 End), Contract Staffing, Permanent Recruiting, Head Hunting, Reporting, Sourcing, Screening, Interviewing, Salary Negotiation, On Boarding, BGV Check & Report, Executive Hiring, Team Management, Vendor Management.
- Well versed with employee life cycle management including Sourcing- On-Boarding-Induction- Probation- Performance Management-Exit management.
- Hands on experience in managing modern HR Systems deftness in maintaining harmonious employee relations by building strong culture and imbibing values of the organization.
- A Team Leader with the ability to motivate and develop people for achieving organizational objectives.
- Abilities in handling multiple priorities with a bias for action and a genuine interest in personal and professional development.
- Good communication and interpersonal skills with strong analytical & problem-solving abilities.

WORK EXPERIENCE

1. Amazon Transportation Pvt Ltd. (G4S Payroll)

Duration: 30 Oct 2015 – 25 Feb 2017

Designation: Team Leader

Key Accountabilities: (Floor Operation and Dock handling)

Handling overall floor operation small and bulky shipment all over Mumbai

Team handling to 100 to 150 Delivery associates

Coordinate with process associate and divide the route as per shipment count

Manage client for vehicles arrangement as per route requirements

Handling fraud escalation solved query in pan India level

2. Hirepro Consulting Pvt Ltd (Client Kotak Mahindra Bank)

Duration : 31 May 2017 To 19 Aug 2020

Designation : HR Executive

Key Accountabilities:

Talent Acquisition – Recruitment Engagement, Onboarding, Employee Relationships, Bulk Hiring, Induction, HR Support Functions

- Handling complete employee Life Cycle in the organization. Responsible for planning and executing full lifecycle recruiting activities that result in hiring the right talent across entry, mid and senior level positions.
- Expertise in the areas of Bulk Recruiting, Pan India Hiring, Contract Recruitment Stake Holder Management, and Team Management.
- Receiving the resource requirement from the hiring managers.
- Understanding & analysis the job requirements.
- Using innovative & out of the box ideas to source & attract talent.
- Screening the appropriate resume from job boards.
- Contacting the candidate, talking on their skills for requirement.
- Seek qualified candidates to fill requirements.
- Search in various job portals like Naukri, Monster, LinkedIn, Shine etc. and through references.
- Fixing an interview of the candidate with the stake holder.
- Coordinate the interview process.
- Extract the feedback from the panel.
- Negotiate salaries and start dates.
- Get the paperwork (Offer Generation & Preparation Offer letter post offer acceptance) complete.
- Releasing the offer letter.
- Load information into database.
- Follow up with the candidate until on-boarding.
- Sending joining report to respective group heads and resource managers.
- Handling mass recruitment, Weekend Drive, Campus and off campus drive.
- Plan and drive employee engagement activities that can be executed locally by teams.

HR General Activities

- Complete the on-boarding formalities and collecting the necessary documents from the candidate.
- Supporting the Business HR in Induction, Orientation and other generalist Activities.
- Background Verification: Background Verification was carried out for the employees as per the policy, education, experience.
- Handle employee complaints, grievances and disputes and administer employee discipline processes.
- Attending daily, weekly and monthly meetings with Stake holders.
- Handling vendor management, Business Engagement, review and update employee rules and regulations.
- Having various people connect activities like employee engagement activities, team building events, fun activities & month end celebration. Ensure the employee engagement activities.

Skills ACHIEVEMENTS

- 1. Awarded the Top Performer award for the total of 120 Joiners in Sept 19.**
- 2. Promoted once in tenure of the first 1.6 years in Hirepro Consulting Pvt Ltd**

Skills

- 1. Decision Maker**
- 2. Leadership**
- 3. Active Listener**
- 4. Time Management**
- 5. Adaptability**
- 6. Problem Solving**

PROJECT PERFORMA

- 1. PGDM Project- Human Resource Behaviour**
- 2. BCOM PROJECT – NSS Management**

EDUCATION

Post-Graduation Diploma in management (Welingkar institute of Management studies) (2019-2020)
Bachelor Of Management Studies from V k Krishnan Menon College, Mumbai [University Of Mumbai]
– (2012-2015)

Interests

Travelling
Cricket

PERSONAL DETAILS

Father's Name : Mr. Umashankar Kanojiya
Date of Birth : 18 Sep 1994
Gender : Male.
Marital Status : Unmarried
Linguistic Proficiency: English, Hindi, Marathi.
Current Address : 4, Tarsham Niwas Chawl, Qurry Road, Mangatram petrol Pump, Bhandup West- 78

I hereby declare that all information furnished in the above pages is true to the best of my knowledge.

SIGNATURE

Anil Kanojiya