

ASHISH BHARDWAJ
Human Resource (HR)
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CAREER OBJECTIVE

Quest to work in a professional atmosphere, which will help me to impart knowledge.

Seeking a position to utilize my skills and abilities in your organization while being resourceful and which would help me to build my potential to work as a key player in a challenging and creative environment.

To deliver my duties very sincerely and regularly in the interest of organization.

intend to contribute positively towards the growth and prosperity of the organization.

ORGANIZATIONAL EXPOSURE

Company Name – InterGlobe Aviation Limited ("**IndiGo Airlines**") Payroll of ("**Adecco Group India**") – **C2H (Contract to Hire)**

Time Period – **May, 2019 to June, 2019**

Designation – Associate (HR)

Roles and Responsibility :-

Ø Flight Crew screening Planning - National & Expat Pilots based on fleet expansion plan

Ø Arrange all pilots logistics.

- TICKETS
- HOTELS
- TRANSPORTATION

Ø Meticulous planning of screening of National.

- Ensuring timely issuance of tickets for screening
- Planning of pre-employment sim checks, medical, pxt and interview during screening.

Ø Indian Pilots screening schedule:

- Establishing contact with eligible candidates and planning interviews Schedule

- agreement signing of pilots.
- Ensure timely completion of other administrative issues related to National Pilots Recruitment.
 - Keeping in touch with selected candidates and regular follow up on their joining schedule.
 - Coordinating with various dept & for joining of pilots.
 - Managing written examinations for experienced First officer's.
 - Part of final interviews - JFO Category.

Company Name – Eliteone Human Resource Consultant Pvt Ltd.

Time Period – November, 2017 to December, 2018

Designation – Executive Recruiter(HR)

Roles and Responsibility :-

- Ø Involves end-to-end complete life cycle of the recruitment process such as understanding the client's requirement and sourcing profiles according to that from different job portals.
 - Ø Recruited professionals for Permanent Positions.
 - Ø Understanding the client's requirement thoroughly.
 - Ø Identify, screen, evaluate and match qualified candidates to specific job orders.
 - Ø Responsible for the job posting & mass mailing in Naukri portals.
 - Ø Searching the right candidates from job portals, employee referral, getting reference from the candidate for any rare skill sets.
 - Ø Screen and recruit candidates on all levels through telephonic interaction as per the requirements.
 - Ø Screen and short list resume sourced for the requirement based on their Communication Skills and Salary drawn and Salary expected, skills, date of joining, location, and any legal commitment towards the present organization.
 - Ø Negotiate & Finalize compensation as per industry & company standard.
 - Ø Making reports with Candidates.
 - Ø Follow up with Candidates.
 - Ø Updating the trackers on day to day base and give proper reports to the management.
 - Ø Ensuring the joining of the candidates.
- Ø **Recruitment sourcing methods_**
Portals Naukri, Referrals (Internal & External), Job Postings.

Clients: HDFC, India Infoline, Sar Group, Fincare Small Finance Bank, Radico Khaitan, Magma Housing Finance, Xceedance, Addom, Indusind Bank, Indus Tower.

Key learning

- Ø Team player with strong organizational skills
- Ø Be able to explain the steps to an effective recruitment strategy.

EDUCATIONAL QUALIFICATION

- Ø **Pursuing** PGDM – Human Resource from (IMT, Ghaziabad)
- Ø **B.C.A** - from CCSU, Meerut in, 2016 (IME, Ghaziabad)
- Ø **12th** - from CBSE Board in, 2013 (C.C.D.P.S)
- Ø **10th** - from CBSE Board in, 2011 (H.A.P.S)

IT SKILLS

MS Word, Excel, PowerPoint

PERSONAL INFORMATION

- Ø Father's Name : Mr. Devi saran Sharma
- Ø Date of Birth : 12-11-1994
- Ø Permanent Address : 117, Deena Garhi, Lohia Nagar, Ghaziabad-201001

Date:

Place:

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