



### **Key Info**

**Candidate Name:** Vaibhav  
**E-mail:** vaibhavroy85234@gmail.com  
**Contact No:** 8759845886

- Vaibhav has a great experience of hiring the right candidates in the restricted criteria and budget within the given timeline, hiring masterful engineers across levels for all the technologies.
- Hands on experience in Monster EU, Monster, Naukri.com, Total Job, Job serve, LinkedIn, Brezzy
- He possess strong communication and negotiation skills with a go-getter attitude, superior sensibility to the need of urgency with great presence of mind and highly adaptable to the organization's environment.
- Has Worked in IT/Non IT sectors having hiring experience for Major clients are Infosys, Wipro, HCL, Genpact, TCS, CRISIL, Quest Global, L&T, ATOS.
- Seeks an opportunity as Senior/HR Executive/HR Coordinator/Administration/HR Operation
- Kindly contact by email if not available on call.
- Open to relocate as needed.

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### **WORK EXPERIENCE:**

#### **Synergy Consulting Group**

**Feb. 2020 to Present**

#### **Recruitment Consultant**

#### **Job Responsibilities –**

- Expert in UK & EU market with extensive work experience in European Market.
- Sourcing and short-listing the resumes through various job portals, Headhunting.
- Give induction programs to junior recruiter; Help them in requirement understanding and how to hunt suitable profiles.
- Expertise in sourcing profile from various portals like JobServe, Monster, Total jobs, LinkedIn and Google for the active positions.
- Proficient in Screening, short-listing, taking telephone rounds, writing accurate feedback and following up with candidates.
- Handling End to end on Boarding.
- Hand-holding the offered candidate till his joining date
- Coordinating the entire recruitment process with the client in an efficient manner while ensuring maximum client satisfaction.
- Hands on experience on Linked-in.
- HR screening - Taking preliminary interviews to ascertain candidate's competencies, skills and, aspirations (based on work, position, salary etc.).
- Obtain Client feedback on service delivered
- Regular follow up with the clients.
- Managing end-to-end recruitment life cycle with involvement in Client management, salary negotiation with candidates.
- Ensured a good experience for candidates throughout the recruitment process
- Planning, Coordinating & Scheduling interviews with hiring managers.

- Identify the client requirements and understand job duties, responsibilities and qualification aspects and do mailing, posting and advertisement required to invite applications.
  - Expertise in Mass Hiring, Bulk Hiring
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**Talent4Assure Assessment Service Pvt. Ltd**

**May 2019 to July 2019**

**HR Executive**

**Job Responsibilities**

- Assisting in Induction process for newly joined trainees/employees.
  - Maintaining and updating all the Notice board/HR Corridor
  - Rewards and Recognition ceremony to be organized
  - Handling Leave Attendance Management, Employee engagement.
  - Sending shortlisted candidate details to HR Manager for approval and offer making
  - Handling walk-in interviews and coordinate with concern departments HODs
  - Involved in End to End Recruitment process for Digital Marketing Accountant and Operation Executive Or IT/Non IT Client's
  - Conducting in person and phone interview with candidate.
  - Sourcing Candidates through monster, shine, Naukri.com.
  - Responsible for sourcing candidates via the following methods: cold calling, networking, Internet resume banks.
  - Identifying the right candidates and discussing with them to ensure their availability, interest, capability, attitude, confidence level and other all requisites
  - Organizing Face-to-Face interview or telephonic interview and setting up of the technical panel.
  - Conducting scheduled walk-in's as and when directed.
  - Scheduling interviews and taking preliminary round of interview.
  - Screening of candidates on one-to-one basis as per client's requirements
  - Initiating the offer making process and negotiation with candidates on comp. & benefits
  - Following up with candidates with acceptance of offer letter and to confirm the joining date.
  - Responsible for In-house Hiring
  - Hiring for IT and Non-IT Requirements
  - Expertise in the areas of Sourcing, Shortlisting, Interviewing, End-to-End Recruitment, Briefing Candidates, salary Negotiation, Tracker Maintaining.
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**TAJ Yeshwantpur, Bengaluru**

**July 2017 To June 2018**

**Guest Service Associate (Team Member)**

**Job Responsibilities -**

- Process all guest check-ins.
- Track & review all Trip Adviser & other on-line guest feedback.

Handles guest complaints or contentious issues.

- Complete Knowledge in Handling Telephones, Reception, Guest Relations, Group Handling, Opera, FCS Software.

**EDUCATION:**

**PGDM (HR/Marketing) from I.T.S. Mohan Nagar Ghaziabad – 2018-2020**

Bachelors in Hotel Management and Catering Technology from NSHM Durgapur West Bengal – 2013-2017

Higher Secondary from SDV College Darbhanga

Secondary from- Central Public School

**SKILLS:**

- Human Resource
- Recruitment and selection
- Talent acquisition
- Monster EU, Monster, Naukri.com, Total Job, Job serve, LinkedIn, Workindia, Times job, Freshworld.com, Shine
- Brezzy
- Administrative
- Customer service
- ATS
- Onboarding
- Team management
- Decision-making
- Relationship management
- Employee Engagement
- Sourcing
- End-to-End recruitment
- Head Hunting
- Induction
- Lead Generation
- Negotiation for Salary
- MIS

**Expertise on roles:** Java, Architect, SAP, IOS, Android, Networking, Cyber Security, Support roles, Desktop support, Salesforce, Analyst, Murex, Business Analyst, Software engineer, Hardware Engineer, Sales Manager, Director, Techo functional role.

**ATTRIBUTES:**

- Organizing skill
- Interpersonal skill
- Team player
- Positive Attitude
- Multitasking

**EXTRA CURRICULAR ACTIVITY**

- Playing Cricket
- Listening Music

**LANGUAGES:** English & Hindi

PERSONAL DATA:

Date of Birth: 19th Nov.1995

Nationality: Indian

Postal Address: At+Post – Dharha, P.S.- Samastipur, Bihar Pin – 848210

[www.linkedin.com/in/vaibhav-roy-88a04a130/](http://www.linkedin.com/in/vaibhav-roy-88a04a130/)

I do here by declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

