

Akash

HR Executive

To work for organization to the best of my ability and reach a mutually beneficial situation where the organization can be benefited by my able services and I may reach a position professionally important to my career.

Contact



6394127323



IIM Road Mubarakpur,
Lucknow, India



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<https://www.linkedin.com/in/akash-agnihotri-057441181>

Education

- MBA HR
BBD University, Lucknow
- B-com
Sardar Bhagat Singh College,
Lucknow
- Intermediate
Air force School, Pathankot
- High School
Army Public School Pathankot

Expertise

- Recruiting
- Headhunting
- Sourcing
- Salary Negotiation
- Documentation
- Technical Recruiting
- Communication
- Microsoft Word
- Microsoft Power Point
- Microsoft Excel

Language

English

Hindi

Punjabi

Experience

Cedcoss Technologies Private limited

HR Executive

October 2022 – Jan 2023

- Sourcing and Screening candidates from various sources like Job Portals or References.
- Evaluate candidates against the requirement to ensure suitable match
- Screening the candidates with telephonic interview for their communication and technical skills.
- Handling complete Recruitment Life Cycle: Sourcing, Screening, Shortlisting profiles, Scheduling Interviews, Candidates tracking, Salary Negotiation, Documents preparations, offer Roll out
- Collaborating with HODs and TLs for understanding ongoing hiring needs.
- Designing and updating job description in Application Tracking system.
- Managing the Pre-offer process (Negotiating with candidate /Getting approvals from management.
- Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates
- Pre On boarding connect through calls and mails.
- Conducting entire on boarding process including offer release,
- Constant follow up with new joiners regarding their experience in the organization and build a healthy relationship and update the same to management.
- Preparing multiple sheets.

Other Skills

Working on greytHR , Turbohire, Clickup, Skype,
MS Word, MS Excel , Google Sheets, Naukri , LinkedIn, Xray search
Worked and Hired candidates for many profiles, few of them are mentioned below

Partnership manager
Social media Marketer
Marketing Specialist

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Human Resource Executive

Elance Group
March 2022 – October 2022

Handled complete end-to-end life cycle recruitment process.

- Designed and maintained job postings on various social media sites, websites.
 - Match the applications to job openings and shortlisted the candidate's profile as per the client's requirement within the stipulated time frame.
 - Scheduling the interviews with candidates and making sure the interviewer is available during that time slot.
 - Interacting with the applicants on the nature of the job, negotiate salaries and notice periods.
 - Following up with the candidates after the interview is complete and a decision has been made.
 - Perform background checks on the applicants and identify potential red flags
- Coordinated about employment offers with the management and extended the offers to the selected candidates.
- Filled positions within the first month and meeting the deadline to ensure on-time.
 - Matched the right candidates to the right jobs, winning commendations from the plant manager and CEO for recruiting quality workers.
 - Organizing and managing the events in the company (i.e., fun Friday, birthdays of employee and much more)

Other Qualifications

Working on Vendor Portal , Higherbridge , Microsoft office 365,

MS Word, MS Excel , Google Sheets, Naukari , LinkedIn

Worked and Hired candidates for many profiles , few of them are mentioned below

- Scrum Master
- Software Engineer
- Business Analyst

Human Resource Internship

SAMINFRATECH PVT. LTD Lucknow
11/2019 - 1/2020

- Posting job on job portals
- Utilize all the right resources to find the right candidates
- Shortlist the best candidates
- Schedule direct interviews with the selected candidates
- Taking interviews

Certificates

- CCC from NIELET
- Certificate of Basic computer Knowledge

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars .