

MANAV SARAF
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Utter Pradesh, India

**Results Oriented, Sr, Talent Acquisition Executive/Recruiter/Lead
Recruiter * Driven * Leading Teams * Leading complexity of projects**

CORE COMPETENCIES

Recruitment, Staffing, Team building, Micro Soft Office, Problem Solving & Relationship development

Career Summary

- Experienced recruiter with natural talent in sourcing, evaluating, and hiring candidates that meet job and talent objectives. Skilled in finding and sourcing candidates from multiple different sources and improving recruitment techniques in organizations. Adapt at assessing needs, generating options, and implementing solutions in collaboration with clients. Accomplished Human Resources Executive proactive in meeting company issues head-on with creative and innovative approach. Knowledgeable about changing industry and employment market demands. Expertise includes benefits administration, compensation structuring and recruitment. Human Resources Executive with 5 years of experience in corporate environments. Strong background in hiring, training and dismissal processes. Strong organizational, analytical and interpersonal skills to connect effectively with various levels of employees. Dedicated senior-level human resources leader recognized by peers to recruit and develop high-performance HR consulting teams. Adept at developing and building strategic alliances with organizational leaders to support key business initiatives. Advanced knowledge in providing total client solutions for actuarial, compensation, health and welfare, pension and retirement and HR outsourcing services.
- Developing and maintaining a strong network of contacts helps HR professionals identify and source quality candidates. It is their duty to review applications to identify and arrange preliminary interviews with the most promising candidates. Screening and referring candidates for additional interviews are often the next step in the senior HR recruiter's process.
- Other senior HR recruiter job responsibilities can include consulting with hiring managers on staffing and recruitment policies, ensuring compliance with Equal Employment Opportunity mandates, and advising management on hiring and compensation guidelines.
- In addition, senior HR recruiters may update and track recruitment files, prepare and place job advertising across appropriate media, coordinate internal job postings and perform reference and background checks. Attending career fairs and networking events is another common part of this job.

PROFESSIONAL EXPERIENCE

Ebix Cash -Senior HR Executive June 2020–Presently Working

- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specifications
- Perform job and task analysis to document job requirements and objectives

- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc
- Source and recruit candidates by using databases, social media etc
- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Assess applicants relevant knowledge, skills, soft skills, experience and aptitudes
- Onboard new employees in order to become fully integrated
- Monitor and apply HR recruiting best practices
- Provide analytical and well documented recruiting reports to the rest of the team
- Act as a point of contact and build influential candidate relationships during the selection process

EXL Services Pvt Ltd Recruiter March 2018 – Jan 2020

- Developed new recruitment techniques that helped cut down on recruiting inefficiency and increase reliable hires.
- Improve recruitment training method to get junior recruiters up to speed recruitment technique faster.
- Conducted extensive background checks on a multitude of different job candidate.
- Helped to achieve a client satisfaction rate above 90%.
- Monitor and apply HR recruiting best practices
- Provide analytical and well documented recruiting reports to the rest of the team
- Act as a point of contact and build influential candidate relationships during the selection process

Inderprastha Dental College, HR Executive Aug 2017 – Feb 2018

- Responsible for managing data for HR / Administrations.
- Responsible for initial screening of candidate.
- Involved in the recruitment process.
- Responsible for documentation after hiring candidates.

MDS Info Tech , Business Development Executive , Nov 2015 – June 2017

- Responsible for managing team as well as selling E-commerce products to clients.
- Responsible for achieving the sales target by acquiring new clients every month.
- Maintaining excellent relationships with clients and make sales pitch for new product.
- Developing sales strategies & keeping up to date with products and competitor.
- Responsible to provide training to the employees.

India Infoline Services ,Sr. Sales Executive, Feb 2011 – Oct 2015

- Responsible for selling insurance products.
- Managed a small sales team.
- meeting with clients virtually or during sales visits.
- demonstrating and presenting products.

- establishing new business.
- maintaining accurate records.
- attending trade exhibitions, conferences and meetings.
- reviewing sales performance.
- negotiating contracts and packages.

EDUCATION:

- **Institute of Management Technology**
 - **2012 - 2015**
 - An MBA in HR or Human resource management is a two-year degree program. It focuses on the recruitment, management, and providing direction and guidance for the people who work in an organization. An MBA in HR program offers training and knowledge in managing the workforce of the organization.]
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- **Jamia Hamdard University**
 - **2007 - 2011**
 - Business coursework can cover a variety of topics and teaches students how to sell products, predict trends, and interact with customers. Programs range from broad ones in general business or business administration to specialized programs in finance, small business management, healthcare management, economics, information systems, human resources management, international business, or public administration. Most programs include lectures and major projects, while other programs may require internship experience.