

An ambitious individual who is seeking the position of an HR & Learning and development coordinator in an organisation. A Highly motivated and passionate individual capable of efficient time management and work under pressure in all environment.

Atul Anand
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OBJECTIVE

To work in a challenging and dynamic environment and to keep adding value to the organization that I represent and serve , while also concurrently upgrading my skills and knowledge.

SKILLS

Recruitment & Staffing, Employee Relations, Organisational Development, Time Management & Networking Leadership

EXPERIENCE

March-2022 - April-2023

HR Consultant

Genpact Company Pvt.Ltd

Completely into Sourcing & Campus hiring. Have hired candidates for non voice, voice process & BFSI hiring. Filled the indents AP, AR and Order to cash roles through CA hiring. Predominantly hired the candidates from Naukri portal, LinkedIn, B-Schools and minor from the semi- government colleges.

May-2023 - Aug-2023

Recruitment Analyst

Recruitment Cell

Completely into CA hirings of freshers and experienced for Big'4s from Naukri and LinkedIn and also have experience in executive level of hirings for different verticals positions.

Sept-2023 - Dec-2023

HR Associate

Renous

I specialize in recruiting full stack developers and DevOps candidates within the IT sector, simultaneously engaging in executive hiring. My expertise extends across end-to-end recruitment processes from Naukri portal, LinkedIn & Campus Placement

May-2024 -

Senior Executive HR

Kiswok Industries Pvt.Ltd

Recruiting candidates for roles such as Electrical Engineers, Mechanical Engineers, Civil Engineers, BFSI professionals, and IT and non-IT professionals with experience in industries, manufacturing, or corporate environments, alongside hiring for all blue-collar positions. Managing the entire recruitment process across all sectors.

PROJECTS

Campus Placement

Duration:1year , Team Size:6

Campus Recruiter

Hiring the candidates from colleges across the country for IT and non IT hiring and have sterling knowledge at Avature and Taleo.(Hiring Tool).

Reaching out the colleges and sharing the JDs according to the clients requirements. Conducting an English assessment test for the candidates, used to take PI rounds. Post selection used to collect documents from candidates and used to upload it in avature and taleo(Hiring Tool). Was involved in end to end recruitment till the candidates get onboard including the PHO sessions.

Executive Level Hiring Role

Duration:4 months, Team Size:2

Recruiter

Sourcing the CA, HRBP, Associate Director, and Senior Managers from the job portals. Post screening and the after the PI round of candidates used to forward the candidates profiles to clients according to their requirements from LinkedIn and Naukri.com

IT Hiring Role

Duration:1 year 8 months, Team Size:1

Campus Recruiter

Network at universities and career fairs, conduct campus talks to engage full-stack and DevOps talent.Use an online application system, focusing on academic achievements in resume reviews.Assess candidates through technical interviews, coding tests, and case studies for programming, problem-solving, and DevOps skills.Extend job offers, emphasizing smooth onboarding and potential internships. Maintain post-placement feedback for continuous improvement and a strong employer brand.

Project Name: Impact Hiring

Duration:1year, Team Size:6

Recruiter

Hiring the BPL,PWD,Acid Attack Victims , LGBTQ candidates. Hired the candidates from government colleges and rural areas. Was into end to end recruitment till onboarding

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
Class 10th	St.Vincent's High & Technical School	62%	2011
Class 12th	St.Vincent's High & Technical School	72%	2013
Year Gap	Nil	Nil	2013
B.com Honours	Vinoba Bhave University	62.25%	2017

ADDITIONAL PERSONAL INFO

Address	Hill view north park near Felix boys hostel.Asansol.-713304.
Languages	English, Hindi & Bengali.
Date of Birth	13/03/1994
Marital status	Single
Nationality	Indian
Gender	Male