

Gaurav Kulshrestha

Technical IT Recruiter

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Gujarat 370201

Contact: +918200373211
Date of Birth: 12/08/1995

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PERSONAL STATEMENT

- Seeking an opportunity where I can use my experience in staffing, employee relations, project management, and superior communication skills will enhance the overall strategic plan and direction of an organization.

WORK EXPERIENCE

Technical IT Recruiter:

Rentokil PCI - June 2019 to August 2021

Responsibilities:

- Responsible for reviewing job orders and employment applications to match applicants with job requirements.
- Responsible for recruiting the best talent for the organization.
- Responsible for searching candidates using various sources such as databases, internet recruiting resources, networking, job fairs, media advertisements, recruiting firms or employee referrals.
- Select job applicants, confirm their qualifications and refer them to hiring managers, making recommendations when appropriate.
- Responsible for Interview job applicants as part of the screening process to get information on their work history, job skills, training and education, and inform them of the position's duties and responsibilities, compensation, benefits and working conditions.
- Advise management on implementing, organizing and preparing recruiting programs while providing them with training on interviewing, counseling techniques, performance appraisals or documentation of performance issues.
- Contact applicants to inform them of their application statuses and conduct background or reference checks on job applicants, particularly those who will be given job offers.
- Improvement in recruitment and selection process.
- Responsible for the manpower requirements of the organization and sourcing the right candidate for the right position.

Technical IT Recruiter:

Squad Technologies Pvt. Ltd. - May 2018 - May 2019

Responsibilities:

- Responsible for overall quality system in HR department.
- Understanding and executing staffing requisition, requirements and issues from all departments.
- Draft and update documents such as job descriptions, employee handbook, performance appraisal, forms, SOP, policies and other HR related documents.
- Sourcing candidates via recruitment agencies and job online advertisement.
- Screening the candidates by resume shortlisting, phone interview and personal interviews with coordination with the concerned departments & background verification of the shortlisted candidates.
- Issuing Letter of Offer/Employment to the selected candidate.
- Maintain employees' leaves, medical and attendance records.
- Keeping track of employees' attendance / absenteeism and reporting to the Operations Manager.
- Review, update and maintain proper filing such as employees' medical insurance policies.

- Conduct orientation program and briefing to new employees.
- Setting up / Update / Forward email addresses for new employees and resigned employees.
- Attending / Understanding employee's grievances in their work engagement level and implementing corrective measures for them.
- Conduct exit interviews to identify reasons for employee's termination.
- Responsible for the technical hiring of the employees.

EDUCATIONAL QUALIFICATION

Degree	College	University	Year	Percentage/ CGPA
B.E.	Alpha College Of Engineering And Technology, Ahmedabad	G.T.U.	2018	8.57 CGPA
Diploma	Tolani Foundation Gandhidham Polytechnic, Gandhidham	G.T.U.	2015	8.50 CGPA
SSC	Dr. C. G. High School, Gandhidham	Gujarat	2012	70.8%

SKILL HIGHLIGHTS

- Excellent Communications
- Strong Decision Maker
- Manpower Management
- Quick Learner

AWARDS & ACHIEVEMENTS

- Participated in **Ethical Hacking & Flash Animation workshop** in 2012.
- Participated in the **National Network Security Championship** workshop in 2013.
- Participated in **Android App Development** workshop in 2014.
- Participated in the **J2EE and Hardware Networking** workshop in 2015.

PERSONAL PROFILE

- **Father's Name:** Late Mr. Vijaykumar Kulshrestha
- **Marital Status:** Married
- **Nationality:** Indian
- **Hobbies:** Listening to music, Travelling & Cooking.
- **Hometown:** Gandhidham, Kachchh, Gujarat.

Declaration: It is certify that all the information given above is true to the best of my knowledge and belief.

Date :

Place:

(GAURAV KULSHRESTHA)