

# CHIRAG JAIN

## RESUME

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### Objective –

Looking for a position of a Human Resources Development where I can perform challenging works and pursue rewarding careers. Seeking for a responsible post where I can utilize my knowledge and skills, so as to create the win situation and harmonious relations within the organization.

### EDUCATIONAL QUALIFICATION

Qualication	Board/University	Years	Score
10th	CBSE	2013	6 CGPA
12th	CBSE	2015	60%
BCA	MDSU	2018	60%

### Experience -

**Worked as H.R Executive in First Step Consultancy located in Jaipur from March 2016 to July 2018.**

- In the beginning 12 month worked as H.R Recruiter after that got promoted as Senior H.R and used to handle team of 6 Recruiter.

**Currently working as HR Lead in Genpact Jaipur from August 2018.**

- Gold Medalist in Genpact for Band 5 hiring.
- Operating team of 10+ recruiter.
- Engaged with end to end Recruitment.
- Engaged with HR Generalist and payroll activities.

### Role and Responsibility –

- Identification of various channels for sourcing and recruitment.
- Shortlist the data from different Job Portal as like – Indeed, Shine.com, Monster.com, Naukri.com
- Maintain the resources database of the organization.
- Recruiter the candidates according to Job profile of Client.

- Preparing the Recruitment calendar with all the position and their target date of hiring.
- Providing training and screening the profile according to the requirement of companies.
- Managing End to End recruitment through Job sites, Walk-ins, referrals, advertisement, out-station hiring, head hunting for senior profiles.
- Organising Drive and manage complete co-ordination with H.R and senior authority of the company.
- Focused to completing Targets on time and hiring as per budgeted headcount to ensure maximum revenue to the business.
- Providing complete training regarding hiring to the recruiter and operate team of 6 employees.
- Managing Campus and Vendor drive.
- Recruit for IT, BPO, KPO, Banking, Engineering, Marketing and various sectors.
- Recruit profile for Lateral or senior hiring .

#### Achievements –

- Globally Awarded Sliver medal for best Recruiter in Band 5 Hiring .
- Awarded as lead in PAN India for **Apprentice** in Genpact from Minister of Skill development India .

#### Personal Skills –

- Ability to work individually or in group.
- Interested in learning new things and in implementation.
- Easily adaptable to any new technology with minimum training.
- High-Energy work ethic and commitment to client service.
- Work with Dedication and Determination.
- Enjoy strong logical, analytical, communication, and interpersonal skills.

#### Computer Skills -

- Tools and software : MS Office (Word, Excel, Power Point, Outlook)
- Full command on internet activity.
- Good command on Job Portal.
- Typing speed is upto 35 words per minute.

#### Extra-Curricular Activities -

Do various Play, Drama, Dance, Debate, free-speech and other in school.  
Active in Internet activities like in software and all current updates.  
Involve in various social activity and charity.

**Interest -**

- Gadgets
- Typing
- Travelling

**Language -**

English or Hindi

**Positive point -**

Good in communication

Confident person

Good Thought power and problem solving attitude.

**Relocation** – Comfortable to Re-locate any part of India and very flexible to work in different environment.

**Long Term Goals -**

I want to see myself at responsible position where my company see me as valuable assets and at the same time to grow with the company.

**Strength -**

- Positive attitude with confident.
- Strong communication Skills with good convincing power.
- Team Leader spirit to operate team.

**PERSONAL DETAILS -**

Date of birth - 15 April 1997

Nationality - Indian

Sex - Male

**Date :**