

ABHISHEK GUSAIN

8077535733

abhishekgusain371993@gmail.com



CAREER

A professional who is seeking a position that challenges my skills, helps me to enhance my capabilities to become more competent and experienced so that I can contribute well to the growth of the concern.

EDUCATIONAL QUALIFICATIONS

Year(s)	Qualification	Board/ University	College / Institute
2014-2016	MBA (HR)	SMU DE	Sikkim Manipal University
2011-2014	BSC	HNBGU	BGR campus Pauri Garhwal
2011	XII	CBSE	Kendriya Vidyalaya, Pauri Garhwal
2009	X	CBSE	Kendriya Vidyalaya, Pauri Garhwal

EXPERIENCE SUMMARY

1. IT RECRUITER IN OPTIMHIRE SOFTWARE Sol. Pvt. (JUNE 23-PRESENT)

[Remote Freelancing]

- Talent Acquisition

- * Job posting and sourcing candidates through organisation's CRM Database and own personal data like LinkedIn, Facebook, Instagram and Whatsapp.

- * Performing interview calls using ATS with candidate's appropriate assessments, performing reference and background checks, following up on the interview process status.

- * Ensuring recruitment process (End to End) should finish as per TAT and according to the clients requirements.

2. HREXECUTIVE IN TECHNOXANDER INDIA Pvt Ltd (SEP 22-MAY 23)

[Remote Job]

- Talent Acquisition
 - * Job posting and sourcing candidates through organisation's CRM Database platforms and portals like Indeed, Naukri, Internshala and LinkedIn as well as social media tools like Face book, Instagram and Whatsapp.
 - * Performing VC and calls using MS Teams and ATS, CBT tests with candidate's appropriate assessments, performing reference and background checks, following up on the interview process status.
 - * Ensuring recruitment process (End to End) should finish as per TAT.
 - * Creating and updating job descriptions for various jobs as per requirement.

- HRMS (ZOHO People)
 - * Employee Management: On-boarding all new employees and adding them inside organization, adding their information, personal data, experience, profiles etc.
 - * Time and Attendance: Attendance Management in Zoho People like Leave applications clock in and out, track their work hours, and request time off.
 - * Ensure correct data gets synchronized from ZOHO People to ZOHO Payroll, generate payslip, calculating LOP days.

- Training And Development
 - * HR induction training (for every new joinee).
 - * Signature and Out of Office set-up in MS Outlook and Teams.

- Others
 - * Mails & letters preparation.
 - * Creating and finalizing Standard Operation Procedures and different HR processes with the help of Authority.
 - * Data management, file management and recording keeping.
 - * To make sure HR Operations run smoothly as per given TAT.

3. HREXECUTIVE IN VIVO UTTARAKHAND (FEB 20-AUG 22)

- Talent Acquisition
 - * Job posting and sourcing candidates through professional platforms and portals like Indeed, Naukri, ADP, Dice and LinkedIn as well as social media tools like Face book, Instagram and Whatsapp.
 - * Performing in-person and telephonic interviews, CBT tests with candidate's appropriate assessments, performing reference and background checks, following up on the interview process status
 - * Ensuring recruitment process (End to End) should finish as per TAT.

- Payroll And Compliances
 - *DMS creation and HRMS (SPINE Software)
 - *ESIC verification and registration of new joinees.
 - *EPF verification and registration of new joinees.
 - *KYC and Nomination of new joinees.

- Training And Development
 - * HR induction training (for every new joinee).

- Attendance Management
 - *Attendance making using raw data from Ding talk and Bio Metric.
 - *Maintaining attendance record in Excel.
 - *Adjusting leaves (CL and EL) as per company norms and standards.
 - *Verifying week off adjustments and transfers.

- Employee Engagement
 - *Coordinating with Chinese Authority and HR Manager for costing and budgeting related matters.
 - *Coordinating with admin and team in sale-purchase matters.
 - *Supervising the team for smooth running of the overall event/function.

- Others
 - * Mails & letters preparation.
 - *Data management, file management and recording keeping.
 - *To make sure HR Operations run smoothly as per given TAT.

4. HREXECUTIVE IN VERVE VELOCITY SOLs. (MAY 2018-FEB 2020)

- Handle complete Recruitment cycle (End to End process) - Screening resumes using Job portals and job posting sites (Just Dial, Quicker Jobs, LinkedIn, Naukri.com) and applied on websites.
- Explanation of the registration procedures, company policies, strategies and benefits to the candidates and Clients.
- Coordinating with Vendors and assisting in their Drives, filling Vendors Service Agreements accordingly.
- Performing in-person and telephonic interviews with candidate's appropriate assessments, performing reference and background checks, following up on the interview process status.
- Screening colleges and institutes for tie-ups, campus placements drive, coordinates with recruitments agencies.
- Serving as Interim Business Development Executive: Meeting in person and convincing potential clients for tie-ups and recruiting for them as per their needs.
- General Administration: Birthday & Anniversary celebrations ensure proper sitting arrangement and Petty cash management in office.

SKILLS & COMPETENCIES

- MS Office Suit
- CRM and ATS handling
- Leadership and team management
- Decision Making
- Accountability
- Trustworthiness & work ethics.

INTERESTS

- Listening Music and Binge watching.
- Singing.
- Playing Sports.

(I, hereby declare that all the information furnished above is true to the best of my knowledge and belief).

Abhishek Gusain
S/o Mr. V.S. Gusain

Place: Dehradun
DOB: 03/01/1994