

ROBERT SMITH

Recruiting Assistant/Executive

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A self-motivated and organized recent graduate with more than 6 years experience in administration, human resources, and account management, and a strong background in customer and client relations. From these jobs, I am well-versed in duties involving the office such as multi-tasking, telephone courtesy, learning and using different kinds of programs, and interacting with different types of people in general and of authority.

FEBRUARY 2006 - JULY 2006

RECRUITING ASSISTANT/EXECUTIVE - ABC CORPORATION

- Extensively worked on the recruitment process for various fortune 500 clients like Dell, Accenture, HSBC and Genpact as part of talent acquisition team.
- Create announcements for open job positions; post announcements online on company website and major job posting websites such as Naukri, Monster, and Indeed to attract interested candidates.
- Conduct telephonic and in person interviews.
- Address questions from public, employees, and outside agencies regarding current employment opportunities and application status.
- Interview prospective candidates to assess qualifications and capabilities; guide candidates through application process, score written exams, and notify candidates of results.
- Draft employment contracts and prepare on boarding and orientation documentation for new hires.
- Maintain up-to-date HR files by identifying and purging obsolete records and transferring records to storage.

2002 - 2006

RECRUITING ASSISTANT - CYIENT

- Provide administrative support to Human Resources department of the organization.
- Complied and maintained staffing and recruiting administrative paperwork and spreadsheets.
- Prepare necessary documents, job description, screen tests and interview questions for the organization Coordinated the flow of job applicants through the companys recruiting process.
- Communicate requirements and duties to prospective candidates Processed applications and tracked candidates through the companys applicant tracking system.
- Performed searches for qualified candidates by utilizing job fairs, companys applicant tracking system, and job boards i.e.

- Monster, Indeed, CareerBuilder Reviewed and matched qualified job candidates to open requisitions.
- Conducted and scheduled interviews to ensure a perfect fit for the job and the organization..

EDUCATION

MBA in HR Management - (Osmania University - Hyderabad, Andhra Pradesh)

SKILLS

Microsoft Office, Excel, Labview, Microsoft Outlook, Google Docs, Windows, Minitab, Powerpoint.