

**TOTAL EXPERIENCE 6 YEARS**

**SURAJ KUMAR**  
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**OBJECTIVE**

Results-driven Recruitment Specialist With 6 years of experience in Talent acquisition, Staffing, and HR Operations. Proven Track Record of Delivering High - Quality candidate And Exceeding Recruitment Targets. Skilled in Developing Effective Recruitment Strategies, Conducting Interviews, and building Strong Relationship With Clients And Candidate. Seeking to utilize the strong academic background in achieving organizational goals in an organization where human resources are highly appreciated & and be a part of a team that excel in works towards the growth of the organization and gives satisfaction thereof.

**SKILLS**

**Organization and Time Management: Managing multiple job openings, interviews, and schedules efficiently.**

**Communication Skills : Effective verbal and written communication to engage candidates and clearly convey job details.**

**Attention to Detail: Ensuring all candidate information, documents, and records are accurate and complete.**

**Adaptability and Problem-Solving: Adjusting recruitment strategies to different locations or job requirements and resolving hiring challenges.**

**Basic Technical Skills: Familiarity with recruitment tools, databases, and MS Office for candidate tracking and reporting.**

**Resilience and Persistence: Handling rejection and staying motivated to meet recruitment targets**

**Knowledge of Employment Laws: Understanding local hiring regulations to ensure compliance during recruitment.**

**Basic Repair Work: Handling minor repairs, such as brake adjustments, tire replacements, and troubleshooting common issues.**

**EXPERIENCE**

**July 2023 - Till now**  
**Team Leader**

**HRMS Staffing Solutions Pvt Ltd**

Manage the full-cycle recruiting process, including sourcing, interviewing, and onboarding

Managing, consolidating, and growing your client base.

Negotiating and agreeing on hiring plans with your clients.

Running push-and-pull recruitment processes.

Establish relationships with hiring managers to understand their hiring



Nationality	Indian
Religion	Hindu
Gender	Male

### HOBBIES

- Traveling
- Trekking
- Photography

### DECLARATION & SIGN

I hereby declare that above mentioned details are correct and completed to the best of my knowledge.