

Shailesh Parmar

SR. TALENT ACQUISITION SPECIALIST

SUMMARY

10 Years of experience 8 years into Talent Acquisition (IT Technical hiring).

Focused & goal driven with strong work ethics, continuously striving for improvement coupled with commitment to offer quality work

Adaptable and a quick learner with strong convincing skill

Possesses strong communication, interpersonal & analytical skills

CONTACT



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Vadodara, Gujarat, India



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KEY SKILLS

Communication skills



90%

Leadership Skills



80%

Stake Holder Management



80%

Decision Making Skills



85%

Negotiation Skills



78%

Problem Solving skills



74%

EDUCATION



Master of Business Administration

2016-2019

ICFAI



Bachelor of Commerce

2009-2012

Veer Narmad South Gujarat University, Gujarat, India

KEY ACHIEVEMENTS

- 70% Offer to joiner ratio at redbus
- Achieved 85% to 92% manning ratio (+7%)

AWARD & RECOGNIZATION

- Rising star for the month of March 2015 (Collabera)
- Star performer for the month of July 2015 (Collabera)
- Star performer for the month of November 2016 (Collabera)
- Spot Award (Advanced) for delivering excellence

REFERENCES

- Sirisha Tangirala - Director - HR, Greenway Health - Bangalore
+91-9986511136
- Savita Rajput - HRBP, Rishabh Software - Vadodara
+91-8511770397

EXPERIENCE

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Senior Talent Acquisition Specialist
redBus, Bangalore

Feb 2022-Present

 - Responsible for end to end technical hiring for R&D engineering division mainly Developments, QA, Data Engineering, Data Science, Digital Marketing, SEO, Finance, Engineering Managers roles.
 - Co-ordinating with hiring managers and preparing job descriptions as per the hiring requirements
 - Gathering requirements and understanding it also explaining the same to the other team members
 - Making sure that the manning percentage is maintaining as per standards
 - Adhering to redbus recruitment processes & policies
 - Maintaining healthy candidates pipeline for current & future requirements
 - Sourcing, screening and interview scheduling
 - Prepping-up candidates for the interviews
 - Salary negotiations and approvals of offers
 - Physical & Virtual on-boarding of candidates
 - Employer branding by giving candidates positive experience through out entire interview process
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Senior Talent Acquisition Specialist
Advanced Business & Healthcare Solutions, Vadodara

July 2017-Jan 2022

 - Identify, assess, and bring top talent to Advanced.
 - Responsible for guiding hiring managers and candidates through Advanced's selection process, performing full lifecycle recruiting, and maintaining excellent relations with hiring managers and candidates.
 - Working closely with Business leaders & hiring managers on current and future requirements
 - Creating qualified candidate pipelines required for future growth
 - Involved in end to end hiring process till the on-boarding of the candidate
 - Engaged in managing the stake holders
 - Leading a team of 6 team members
 - Involved in campus hiring
 - Getting requirements from the hiring manager from ATS tool (Hire bridge), analysis of the requirements and understanding the same.
 - Preparing job description along with the hiring manager and discussing on the technical requirements (must have skills and good to have skills)
 - On-boarding new joiners on their first day (document collection, verification), Induction, introduce to the hiring manager and the team.
 - Interviewing candidates, shortlisting for the interviews, and guiding them and explaining the requirement.
 - Preparing candidate for the interviews, helping them with the post interview feedback
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Technical Recruiter
Collabera Technologies, Vadodara

Dec 2014-June 2017



Admin & Accounts Executive
Collabera Technologies, Vadodara

April 2012-Aug 2014