



Foram Shah

Date of birth: 28/05/1994

Nationality: Indian

Gender: Female

CONTACT

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ABOUT ME

I am senior level recruiter in the field of Information and Technology. I am passionate about my work.

As far as my interpersonal skills are concerned, I feel I am technically competent, confident and hard working in my work domain.

'Great Vision without Great People is Irrelevant'

WORK EXPERIENCE

03/2021 – CURRENT – Ahmedabad, India

Senior Assistant Manager (Recruiter)

Irock innovations Pvt Ltd

Responsibilities:

- Expertise in End to End Hiring
- Source and recruit candidates by using databases, social media etc.
- Screen candidates resumes and job applications
- Coordinate and direct work activities for managers and employees
- Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have
- Promote a positive and open work environment where employees feel comfortable speaking up about issues
- Manage and supervise other HR staff, ensuring they are assigned and carry out proper tasks

06/2020 – 03/2021 – Ahmedabad, India

Senior Assistant Manager (Recruiter)

Krazy Mantra HR Solutions

Responsibilities:

- Expertise in End to End Hiring
- Sourcing and screening the most relevant resumes based on the company requirements using different portals (Naukri, Monster, Internal database, Employee referrals) and references
- Working very closely with the Business/leadership team to develop or implement new recruitment or selection strategies as per staffing projections, ensuring cost saves and just in time hiring within the specified timelines
- Handling the HR discussions and negotiating the salary with short-listed candidates
- Experienced in Staffing hiring

06/2019 – 11/2019 – Ahmedabad, India

Senior HR Recruiter

Talentrupt RPO LLP.

Responsibilities:

- Handling recruitment for various IT positions from Middle level to Senior Managerial level
- Handling permanent, contract and contract to hire (C2H) requirements for various IT skills
- Discuss with the business team to capture their expectation and source candidates accordingly

- As a recruiter screen, evaluate and match the qualified candidates to the specific job requirements
- Involve in resume search from job portals, internal databases, social networks and directly submitted resumes
- Taking preliminary interviews and briefing the candidates regarding the roles and responsibilities
- Lining up the candidates for the technical interviews and coordinate for the same
- Negotiate with the candidates for salary fitment and date of joining
- Making job offers to the candidates and maintaining the resume tracker for various skill sets
- Periodic follow ups with the candidates regarding the offer acceptance, joining dates and ensure that the candidates joining the organization within the SLA

05/2018 – 06/2019 – Ahmedabad, India

HR Recruiter

Ethos hr. Management & Projects Pvt Ltd.

Responsibilities:

- Research Identify and Qualify candidates for clients open IT Job position
- Work with hiring managers to define job requirements, outline job posting and develop new sourcing strategies
- Handled recruiter's team
- Schedule initial interview and follow up interviews for successful candidates
- Source candidates through database mining, internet search, direct sourcing, job affairs, community, conference and Internal referrals
- Analyze new recruiting technologies, sourcing tools and interviewing process to improve success

12/2017 – 05/2018 – Ahmedabad, India

HR Recruiter

Adler Talent Solution Pvt. Ltd.

Responsibilities:

- Understanding the job requirement, the role / JD, Age, experience, qualification, salary etc. in detail from the client / HR manager. IT and NON-IT requirements
- Sourcing the right resumes as per the client requirement by using Job portals (Naukri /Monster), mass mailing, references, internal database, social sites etc.
- Placing job requirements (Job Posting) on the Job portals to increase available candidate pool
- Maintaining internal database of candidates for future purposes
- Screening the resumes on the criteria of skill set, years of experience, job responsibilities, location, projects worked on, organizations worked with, salary expectations, education, etc.
- Conducting a short telephonic interview & educating prospective candidates about the client's company profile as well as their requirements. (Designation, Job Responsibilities, Salary Range etc.)
- Scheduling Interview: Sending suitable resumes to client & Issuing interview call letter to shortlisted candidates and scheduling interviews between shortlisted candidates and client
- Follow Up: Follow up for interviews feedback and understanding the client's requirement in case of negative feedback Continuously taking the follow up with the client company and the candidate until the position is closed (till the candidate is joined)

EDUCATION AND TRAINING

06/2015 – 05/2017 – Ahmedabad, India

● **Master of Business Administration (MBA)**

Ahmedabad Institute of Technology

06/2011 – 05/2014 – Ahmedabad, India

● **Bachelor of Commerce (B.Com)**

C U Shah Commerce College

LANGUAGE SKILLS

MOTHER TONGUE(S): Gujarati

OTHER LANGUAGE(S):

Hindi

Listening
C1

Reading
C1

**Spoken
production**
C1

**Spoken
interaction**
C1

Writing
C1

English

Listening
B1

Reading
B1

**Spoken
production**
B1

**Spoken
interaction**
B1

Writing
B1