

# MANISH VISHWAKARMA

- To settle in an industry with the ability to work in a diverse environment and work fronts where I can lend my creativity and skills to cater to the growth of the organization and in turn grow myself professionally.
- Eager to learn new technologies & methodologies.
- Always willing to innovate new things which can improve the existing technology.

## Work History

**2021-09- Present     *Varite***

### ***HR Executive- Talent Acquisition***

- As a HR Executive, determining selection criteria, hiring profiles, and job requirements for vacant positions.
- Sourcing potential candidates through online company career portals, recruitment sites, job boards,
- Managing hiring processes via electronic Applicant Tracking Systems(Ceipal).
- Working experience on Naukri, LinkedIn, ceipal internal database.
- Scheduling interviews by making coordination between Account managers and candidate.
- Calling 50 -60 candidates on daily basis,Mass mailing.
- Involves in process of salary negotiation, release offer letter, BGV.

**2018- 12-     *IDC Technology***

**2019-03     *IT Recruiter- US Staffing***

- As a Technical Recruiter, overseeing the entire cycle of recruitment like searching/sourcing potential candidates, shortlisting them in accordance with the clients' current requirement from the various sources viz. database, referrals, job boards, etc.
  - Well, acquainted with different Tax-Terms to name W2, C2C (Corp to Corp), extensively worked on Permanent (Fulltime) positions.

## Personal Info

### **Address:**

2/75, Sector-O,  
Mansarovar Awas  
Yojna, LDA Colony  
Lucknow, Uttar  
Pradesh, 226012

### **Permanent Address:**

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Lucknow, Uttar  
Pradesh, 226012

### **Phone**

+91-9140982855

### **Alternate phone**

9650229131

### **Email –**

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com

### **LinkedIn**

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m/in/manish-  
vishwakarma-  
4737356b](https://in.linkedin.com/in/manish-vishwakarma-4737356b)

## Date Of Birth

March 30th, 1994

## Languages

English & Hindi

- Responsible for working on all kinds of IT requirements.
  - Understanding Job requirements as per Client needs in terms of skills/knowledge and expertise in specific areas/domains. /Industry and then source candidates accordingly.
  - Fetching resumes from the pool of job boards (Monster, Dice, and a few Job Listing portals) and as per requisition.
  - Screening, Shortlisting, scheduling interviews, interacting with clients/candidates, and follow-up with the candidates.
  - Customizing the resume as per the companies' Standards before Submitting/Representing the Candidate's Profile to the respective Client.

## **PANTALOONS (GURUGRAM)**

### **MARKETING INTERN**

- Stayed updated with latest marketing concepts and techniques.
- Performed market analysis and researched latest trends.
- Assisted with capturing and analysing social media metrics.

## **Skills**

- Good Communication Skill
- Customer service
- Technical knowledge

## **Accomplishments**

- Won 1<sup>st</sup> Position in Street Play Event on 2015 at IBS Gurgaon.
- Won 1<sup>st</sup> Position in Rolling Camera Event at Utkarsh (Annual Fest) in 2013 at BBDO, Lucknow.
- Participated in Badminton Tournament at IBS Gurgaon.
- Participated in Painting Competition at IBS Gurgaon
- Participated in Bingo competition at IBS Gurgaon.

## **Academic Qualifications**

2017 CGPA: 6.75

Master of Business  
Administration; Marketing  
(Major), Finance (Minor)  
ICFAI Business School (IBS), Gurugram, Haryana

2014 Percentile: 73%

Bachelor of Business Administration  
Babu Banarasi Das University, Lucknow, U.P.

## **Hobbies**

Sketching and painting

## Declaration

I hereby declare that above information is correct to the best of my knowledge & belief.

**(Manish Vishwakarma)**