

Personal Details

✉ hiteshrdc08@gmail.com

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📍 Hvdderabad. India

Skills

- . Salary Negotiation
- . Outbound Calling
- . Recruitment & Sourcing & Onboarding
- . Candidate pipeline management
- . Background Checks
- . Employment Verification

Languages

- . English
- . Hindi
- . Tamil
- . Telugu

Hobbies

- . Cricket
- . Volleyball
- . Kabaddi
- . Drawing

Other Information

Father Name – K. Sham Sunder

Date Of Birth – 08/03/1998

Address : 25-40/33/A, SBI BANK Colony, East Anandbagh, Malkajgiri, Hyderabad 500047.

Education:

Kingston PG College

Pursuing – MBA HR

Railway Degree College

Dec 2018 - BSC Statistics

Narayana Junior College

April 2015 - MEC

ST. Little Theresa's High School

May 2013 - SSC

Certification's

Diploma of MS Office

April 2015 – June 2015

Diploma of Hardware Maintenance

April 2016 – May 2016

Graphic Designing & Web Designing

April 2019 – May 2020

K. S. Hitesh Kumar

Human Resource Recruiter & Executive & Admin

www.linkedin.com/in/hitesh-kumar-71286b194

Profile Summary

Experienced HR Recruiter Executive with a proven track record of streamlining recruitment processes, achieving a 30% reduction in time-to-fill and a 15% increase in the quality of hires. Utilized innovative sourcing strategies resulting in a 20% rise in qualified candidates. Implemented behavioural interviews and skill assessments, leading to a 25% improvement in employee retention rates. Managed full recruitment cycle, sourcing candidates through various channels and conducting assessments. Successfully handled onboarding activities and provided training to interns and junior staff. Adept at hiring campus employees to meet organizational needs. Looking for opportunities to leverage these skills for mutual growth.

Experience

Overall Experience 51 Months (4 Years 3 Months).

Human Resource Recruiter & Executive & Admin

Kotak Mahindra Bank

April 2023 – June 2025 (2 Years 2 Months)

- Spearheaded end-to-end recruitment process for various positions, resulting in a 30% reduction in time-to-fill and a 15% increase in quality of hires.
- Implemented innovative sourcing strategies, leading to a 20% rise in the number of qualified candidates within the talent pipeline.
- Conducted behavioural tests like skill assessments, contributing to a 25% improvement in employee retention rates.
- Managed full recruitment cycle to keep company fully staffed.
- Source and recruit candidates through job postings, job boards, social media and other recruitment channels.
- Screen resumes, conduct interviews through Zoom, Microsoft Teams, Google Meet etc., and assess candidate's qualifications and experience as per requirement.
- Schedule and coordinate in-person interviews with hiring managers.
- Maintain accurate records of all recruitment activities, Employee Pipeline in proper Excel Format.
- Negotiate job offers and coordinate onboarding activities.
- Training Interns and juniors regarding HR Roles and responsibilities.
- Hiring Campus People for the requirement needed.
- Doing PowerPoint presentation for meetings and work strategies.
- Creating Emp Code, Issuing of ID Card's and Access Cards, Issuing of Asset's for all new Joiners.

Photo Editor

Cognizant Technology Services

Oct 2021 – Feb 2023 (1 Year 4 Months)

Graphic & Web Designing

Digital Xcutives Pvt. Ltd.,

March 2021 – June 2021 (3 Months)

HR Office Admin

Sree Samrudhh Projects Pvt. Ltd.,

Sept 2018 – March 2019 (6 Months)