

Achin Dixit

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Profile

Confident and results-driven talent acquisition specialist with over 4.5 years of experience in technical recruitment for Fortune 500 clients, including LTI and Wipro. Expertly sourced and placed 100+ engineers, significantly reducing time-to-fill by 20% and consistently exceeding hiring goals. Leverages technical background and HR acumen to identify and engage top talent. Passionate about building strong relationships with candidates and hiring managers to deliver exceptional talent and drive organizational success.

Professional Experience

Assistant Manager HR

Rama University, Kanpur, India

December 2024 – Present

- Ensured 100% statutory compliance and implemented a performance appraisal system that boosted employee satisfaction by 15%.
- Designed workplace activities that increased morale, reducing turnover by 10%.
- Resolved 95% of employee grievances within 48 hours, improving employee relations and streamlining exit processes to reduce processing time by 30%

Assistant Manager HR - Talent Acquisition

GLA University Greater Noida Campus, Noida, India

June 2022 – December 2024

- Successfully on boarded over 200 new hires annually, ensuring a smooth transition and high employee satisfaction.
- Maintained 99.9% accuracy in HRMS data, overseeing leave and attendance for 500+ employees across 2 locations.
- Achieved 100% compliance with statutory requirements and delivered monthly HR MIS reports on time, providing critical insights for decision-making.

- Administered group med claim policies for 1,000+ employees, ensuring timely and accurate claims processing, and facilitated 20+ training sessions annually to enhance employee skills.
- Acted as the primary HR policy liaison, resolving 90% of employee queries within 24 hours and managing grievances to maintain a positive work environment.

Client Services Associate

Servicio Now Implementation And Operations Consulting LLP, Noida, India

January 2022 – June 2022

- Successfully filled 25+ niche technical roles (e.g., Java, Azure, MEAN stack) within an average of 30 days, meeting tight deadlines for clients like LTI and Wipro.
- Sourced niche technical talent (e.g., Java, Angular) via strategic networking, filling roles 25% faster than average.

Technical Recruiter

Servicio Now Implementation And Operations Consulting LLP, Noida, India

July 2021 – January 2022

- Provided expert recruitment support to high-profile clients, successfully placing 50+ top technical talents in critical roles.
- Managed mass hiring of 30+ engineers in 2 months for critical projects, achieving a 95% candidate satisfaction rate.
- Sourced and placed 40+ high-quality candidates within an average of 20 days through strategic networking.
- Oversaw the full recruitment life cycle for 100+ positions, enhancing niche technical hiring and reducing time-to-fill by 15%.

QA Analyst

CapGemini, Chennai, India

July 2018 – June 2019

- Developed and reviewed 500+ test cases, ensuring software functionality met all requirements.
 - Executed testing protocols for 20+ software releases, maintaining detailed technical documentation that improved team efficiency by 10%.
 - Monitored testing processes, logging and resolving 100+ failures to ensure adherence to quality standards.
 - Applied expertise in STLC and SDLC methodologies to improve testing efficiency and reduce defects by 20%.
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Education

Master's Degree in Business Administration and Management

GLA University

April 2019 – April 2021

Bachelor of Computer Application (BCA)

GLA University

August 2015 – June 2018

Certifications

- **Associate Professional in Human Resources (aPHR), 2022**
 - **Human Resources as a Social Capital, 2023 – Focused on leveraging HR to build organizational culture.**
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Core Competencies

- Technical Recruiting for Engineering Roles
 - Niche Talent Acquisition for IT
 - Employee Engagement Strategy Design
 - Employment life Cycle
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Languages

- **English:** Professional Working Proficiency
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