

# Vishal D Vaghela

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## **Career Objective**

- A challenging career which demands the best of my professional ability in terms of business skills and helps me in enhancing my current skill and knowledge.

## **Professional Experience**

**Req Solutions Pvt. Ltd, Ahmedabad**  
**Sr. Recruiter**

**Jun '21 – Present**

### **Responsibilities**

- Conduct full life-cycle recruiting efforts in the USA market for engineering, IT, operations and skilled trades for small to large manufacturing companies spanning several industries including aerospace, industrial, automotive, healthcare.
- Source, pre-screen, interview, and check references of both active and passive candidates for a broad range of positions, including senior management, executive, financial, engineering and IT.
- Develop effective sourcing strategies, and "out of the box" recruiting methods to source candidates from a wide variety of resources (database, internet, job boards, referrals, cold calls, networking, etc.) to increase candidate pools.
- Determine applicant qualifications and cultural fit by in-depth interviewing, analyzing responses, verifying references and comparing qualifications to job requirements through phone conversations.
- Create/post job descriptions for available positions while utilizing job boards and social media sites including: CareerBuilder, Monster, indeed, and LinkedIn Recruiter.
- Worked closely with HR, Hiring Manager and Talent Acquisition specialists to ensure a complete understanding of the requirements, specifics of the position and each step through the hiring process.
- Tracked positions and applicants records within internal database as well as through client specific Applicant Tracking Systems (ATS) sites as requested by clients.
- Served as a mentor to new recruiters and provided training in searching tips, boolean and key word sourcing.
- Completed onboarding of new temporary hires including proper paperwork, drug and background checks, I-9 completions, generation of offer/confirmation letters as well as first day information.
- Successfully hired replacement workers at the demands of the clients' request of skilled trades, technicians and warehouse personnel.

**Ohm System Inc., Ahmedabad**  
**US IT Technical Recruiter**

**Apr '18 – Apr '21**

### **Responsibilities**

- Receiving the requirement from the team lead or Account Manager.
- Analyze the requirement.
- Doing searches according to the Job Orders given by the Client's in (Job boards).
- Initial phone screens, short-listing profiles as per client requirement.
- Involved in full cycle Recruitment involving sourcing, identifying, interviewing, and screening, qualifying, and negotiating rates.
- Ability to operate independently and competently generate a team environment
- Very much comfortable in doing the business on C2C, & W2.

- Responsible for candidate recruitment to meet the staffing needs of the company's clients in US.
- The priorities of these efforts are market driven and set by management.
- Sourcing candidates through different job portals like Dice, Monster, etc and upload the final resumes.
- Searching the resumes from (database/web/jobsites corp to corp, Dice, Monster & Career Builder) to source out the required resumes.
- Updating the Sourced resumes into Excel sheet and formatting resumes.

**Ohm System Inc., Ahmedabad**  
**Back Office Admin**

**Mar '18 – Apr '18**

### **Responsibilities**

- Help in all admin and back office work of business include:
- Infrastructure management.
- Pantry management: I organize birthday party, all Indian Celebration and Festival arrangement.
- Stationery management as per candidate requirement.
- Should be good in negotiation.
- Hotel booking and coordinating on same.
- Housekeeping management like checking floor cloning day to day.
- Should be highly accountable for work profile.
- Maintain and continuously improve the quality of service and standards.
- To increasing efficiency of service delivery by supporting team and doing all important but time-consuming tasks.
- Do job posting on ATS, job boards and other available tools as instructed by Recruitment Manger.
- Format resumes in pattern provided by each client in set TAT (Turnaround time).
- To add resumes received through different search engines and application from portals and tools to ATS.
- Work on active jobs and source candidates for technical recruiters.
- To prepare MIS on job flow on each account to get inside and identify trend and opportunities.

**Tech Mahindra, Ahmedabad**  
**Customer Support**

**Dec '16 – Feb '18**

### **Responsibility**

- Problem solves on call of the customer (Take Service request of a particular issue).
- Provide on-call resolution.
- Teamwork along with teamwork gave by upper management.
- Provide customer knowledge about services.
- Meet target as per gave upper management.
- Note customer experience and sent to team leader.

**Indian Institute of Management RTERC (Right to Education Resource Center)**  
**Project Staff, Ahmedabad**

**Feb '15 – Mar '16**

### **Responsibility**

- Translation from English to Gujarati.
- Awareness camping along Anganwadi worker of Ahmedabad.
- Provide regular update to upper management.
- Assign tasks to project team members.
- Contributing to overall project objectives.

- Completing individual deliverables.
- Providing expertise.
- Working with users to establish and meet business needs.
- Documenting the process.

## **Project**

- Project (Dr. Ankur Sarin) Reservation in Private Schools under RTE: Implementation & Impact (Feb '15 – Feb '16).
- Right to Education Section 12 (1) (c) I created a database of RTE enrolled children year of 2014 and 2015.
- Specifically worked on Section 12 (1) (c) of the RTE which mandates that private unaided schools keep aside 25 percent of their entry-level seats for children belonging to economically weaker sections and disadvantaged categories.
- Organized many field visits to meet children who were already enrolled in the schools through RTE in Ahmedabad to understand, analyze and evaluate their schooling experience for the year 2014 since the team took the sample size of students who had successfully completed 1 year through the RTE Admission. IN a span of 6 months.
- Interacted with around 25 children, collected data and examined their school experience trajectory.
- Also closely worked and developed an extensive research tool to evaluate the impact of Right to Education on the social and learning output of the children and gave information about RTE Section 12 (1) (c) Act.
- Organized many field visits to meet Anganwadi worker in Ahmedabad city and Urban and state how many children eligible for RTE Section 12 (1) (c).
- I found children belonging to economically weaker sections and disadvantaged categories in Ahmedabad city and Urban area Anganwadi.
- Organized RTE awareness campaign along with Anganwadi worker and Slam are of Ahmedabad city and Ahmedabad Urban area.
- Organized many awareness campaigns along Anganwadi worker and Supervisor.
- Organized awareness campaign along with parents meet which eligible children for a current year.

## **Education**

### **Gujarat Secondary Education Board – Mar '11**

- S.S.C.
- Percentage 63.33 %

### **Gujarat Higher Secondary Education Board – Mar '13**

- H.S.C.
- Percentage 69%

### **All India Institute of Local Self Government – Jun '14**

- Sanitary Inspector
- Percentage 62.38%

### **Gujarat university – May '18**

- T.Y.B.com
- Percentage 58%

### **Gujarat Knowledge Society – Jun '14**

- CCC – Computer basic Skills