**Shivani Singh**

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**Summary & Objective:**

* To work with maximum potential in a challenging and dynamic environment with an opportunity of working with diverse group of people and enhancing my professional skills with learning and experience for career growth. More than 19 months of experience in recruitment industry.
* Research, identify and qualify candidates for client's open IT job positions. Work with hiring managers to define job requirements, outline job postings, and develop new sourcing strategies. Schedule initial interviews and follow up interviews for successful candidates.
* Analyse job orders to fully understanding client's specific needs and requirements; update job descriptions to meet client's explicit requirements. Identify and source top candidates through resume analysis.
* Designing and implementing the overall recruiting strategy. Sourcing and attracting candidates by using databases, social media etc. Conducting interviews and filtering candidates for open positions.

**Work Experience:**

**Staffchase.com**

**Senior Recruiter April 2021 - Present**

* Recruiting for core IT Positions including: Front end Developer, Back-end Developer, Java Developer, Dot Net Developer, Full stack Developer, UI/UX Developer, QA engineer, Network Engineer, Business Analyst, Business system Analyst and other IT professionals
* Non-IT Positions Like Warehouse worker, Forklift operator, Production associate, Material Handler and etc.
* Sourcing Experience with Various Job boards like Monster, Career Builder, LinkedIn, Dice, and Indeed Etc.
* Hands on Experience with ATS (Applicant tracking systems) like Bullhorn, Recruit-x, E recruit and Avionte etc.
* Worked on full SDLC: Software Development Life Cycle including all the phases
* Close offers for successful candidates and communicate with the client regarding start details as well as deliver the candidate at client end.
* Fully aware with all the tax terms, visas and also theories akin to it.
* Responsible for Recruitment strategy & responsible for day-to-day operations for the defined recruitment functional areas.

**IMS PEOPLE Aug 2019 – April 2021**

**Technical Recruitment Consultant**

* Responsible for executing the entire recruitment cycle for IT and Non-IT professionals of Fortune 100 and Fortune 500 Clients in multiple locations across USA and Identify, recruit, and screen potential candidates for these clients.
* Recruiting for core IT Positions including: Develops Engineer, Software Developers/Architects, Business/Systems Analysts, Technical Program/Product/Project Managers, Web Developers, Network/System/Security Engineers, Database Architects/Developers/Administrators, Quality Assurance/Test Engineers, Java Developer, .net Developer, Devops automation Engineer, Scrum master and other IT professionals.
* Non-IT Positions like Accountant, Financial Analyst, Technical Writer, Recruiter, Content Writer, Marketing Manager, Administrative Assistant, Executive admin, Production Worker, Production Assistant, Machine Worker, Forklift Operator and Assembly Line Worker.
* Persistently using google for all the small queries and for the better understanding of job specifications so that I can easily find the top - notch candidates.
* Extensive use of Job Posting Websites, portals and Direct Sourcing to recruit potential candidates.
* Sourcing Experience with Various Job boards like Monster, Career Builder, LinkedIn, Dice, and Indeed Etc.
* Hands on Experience with ATS (Applicant tracking systems) like Bullhorn, Recruit-x and E recruit etc.
* Effectively involved in recruitment of candidates through Internet research, internal database, cold calling, referrals, networking, job postings, and other strategies.
* Head hunting qualified candidates for client requirements.
* Screen the candidates for identifying them as the right match, pay rate negotiation, benefits negotiation, submitting candidate profiles at client side as well as on internal systems.
* Actively provide interview prep-up guidance to candidates for upcoming interviews
* Close offers for successful candidates and communicate with the client regarding start details as well as deliver the candidate at client end.
* Communicate on important aspects like, travel assistance, accommodation, relocation guidance, visa processing and transfers.
* Re-deployment of existing candidates on project completion.
* Pro-actively source, identify, qualify and deliver candidates for the assigned client, including senior-level positions, using the varieties of creative recruiting methods.
* Successfully built and maintaining working relations with all the levels of management, candidates and especially clients.
* Proficient in active recruiting cycle from resume searches to screening, scanning, setting up interviews and all the paper work and proceedings which is required in the hiring process.
* Using traditional and non-traditional resources such as career fairs, online job boards, community networking events and social media to identify and attract quality candidates.
* I always like to improvise the things and processes which makes me to help doing some wonders and fetching positive results.
* Sheer evaluation of the candidates for the requirements based on skills, functionality, domain, total experience, qualifications and sometimes based on long conversation and some cross questions as well in order to get the perfect candidates.
* Responsible for executing the entire recruitment cycle for it professionals in multiple locations across USA and identify, scanning and screening of potential candidates in terms of client requirement. Done Sourcing, Screening, Scanning & Submitting these are the main 4 tasks of recruitment cycle.
* Worked on full SDLC: Software Development Life Cycle including all the phases.
* Responsible for Recruitment strategy & responsible for day-to-day operations for the defined recruitment functional areas.
* Fully aware with all the tax terms, visas and also theories akin to it.

**Skills Developed:**

* Leadership & decision-making skills
* Communication & Presentation Skills
* Spontaneous and patience responses

**Strength:**

* Hardworking, honest, sincere, determined, ready to face challenges Self Motivating & Focused towards My Work.
* Capable enough to work under sheer pressure.

**Language Used:**

Embedded C.

**TECHNICAL QUALIFICATION:**

* Languages: C, C++and Java(beginner)
* Platforms: Windows, Linux, Ubuntu

**Hobbies:**

* Reading Novels
* Travelling
* Listening Music

**Academic Qualifications:**

**BACHELOR OF COMPUTER APPLICATION**

V.B.S. Purvanchal University 2017 – 79.7%

**Intermediate from ICSE Board- 2011**

**High School from CBSE Board - 2009**