

Girish Naskar (US IT Recruiter)Email:

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Professional Summary:

- Good understanding and knowledge of the recruitment process for W2, 1099, C2C, contract.
- Judging candidates on technical skills as well as on soft skills.
- Conducting initial interviews by phone to determine experience and skill level.
- Negotiating salaries with candidates/Vendors on pay rates to close the position.
- Ensuring candidates are available and ready to take up the position also ensures that the resume appropriately reflects the candidate's experience and requirement.
- Worked for Visas H1B, OPT (Post OPT and Stem OPT), H4EAD, GC. Citizen, GCEAD etc
- Good understanding of various IT Technologies and emerging Technologies in the marketplace.
- Ability to search and recruit proactively, with strong organizational skills.
- Knowledgeable with advance internet recruiting, resume analysis, interviewing, vendor relations, and negotiation rates.

Professional Experience:

ClifyX, Inc/ Matrix Technology Group

February 2019 –

Present Title: US

Executive Recruiter

Mumbai,
Maharashtra

ClifyX is a Full Time Talent search Staffing/Consulting firm, strategically headquartered in the New York City Metropolitan Area of New Jersey.

Roles & Responsibilities:

- Research, identify and qualify candidates for client's open IT job positions.
- Excellent understanding and knowledge of the recruitment process for W2, C2C, contract.
- Worked on Stem OPT and Post OPT Visas for contract positions
- Great knowledge working with Implementation partners Infosys, Cognizant, Accenture etc
- 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.
- Source candidates through database mining, Internet searches, direct sourcing, job fairs, community conferences and internal referrals.
- Collaborate with third party recruiting companies to help source candidates from diverse pools of job seekers.
- Arrange travel, set up lodging and procure transportation for out of state candidates.

- Analyze new recruiting technologies, sourcing tools and interviewing process to improve success rates.
- Assist human resources in escorting clients to various departments, explaining rules and answering common questions.
- Oversee applicant tracking processes and requirements in order to remain compliant with federal regulations.
- Work with hiring managers and staff members to coordinate starting dates and orientation
- Along with my personal recruitment work I have experience in mentoring junior/fresher resources.

First source Solutions Limited (Sky TV)
January 2019

October 2017 -

Title: Senior Customer Service Executive
 Maharashtra

Mumbai.

- Selling the products and services to the clients of the company and convincing them about their usability and advantages
- Searching for opportunities that enhance the sales and benefit the clients
- Making the customers understand about the various products and services by explaining to them about the same
- Providing outstanding and special services to the international customers
- Identify customers' needs, clarify information, research every issue and provide solutions and/or alternatives.
- Keep records of all conversations in our call center database in a comprehensible way
- Meet personal/team qualitative and quantitative targets

Athena BPO
October 2017

February 2017 -

Title: Senior Customer Service Executive
 Maharashtra

Mumbai.

- Answer incoming calls and respond to customer's emails
- Management and resolve customer complaints
- Arrange Demos, Sell Products and place customer orders in the computer system
- Identify and escalate issues to supervisors
- Provide product and service information to customers
- Research required information using available resources
- Follow up customer calls where necessary
- Upsell products and services
- Complete call logs and reports

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Language known:

English (Proficient), Hindi, Bengali and Marathi

Hobbies :-

Dancing and Playing Football