**RESUME**

**Ankam Manoj Kumar**

**ranaprathap1981@gmail.com**

**Mobile No: 7416474080**

**Summary:**

* 7+ years of experience in IT Recruitment with specialization in Technical, Functional and Non-Technical Recruitment.
* Highly motivated, result oriented professional possessing exceptional communication and leadership skills.
* Expertise in full recruitment life cycle in IT staffing-Contract in US Market and Europe.
* Self managed with ability to work on multiple positions with diverse criteria
* Expertise with “LinkedIn Recruiter” and Social media
* Excellent proficiency and knowledge in recruiting techniques such as vendor networking, job boards, (Dice, Monster, Careerbuilder. C2C etc), JobDiva, Accquick, Internet search and Internal Database.
* Experience in fast paced, high-pressure environments ability to adapt to changing priorities quickly
* A detail-oriented, well organized coordinator, contingency planner and resourceful team player.
* Work on Applicant Tracking Systems (ATS) such as Bullhorn, Zoho, Jobdiva, Consultative and Maxhire.
* Extensive experience working with direct client.

**Education:**

* B.Com Graduate from Dr. B.R.A.O University-2010

**Technical Skills:**

* Operating Systems: Perfect in Windows – XP/Vista, Windows – 98, Windows – 7/8 PACKAGES: Ms-office (Pivot Table Implementation, Vlookup, Hlookup, Macros) Outlook & Power point (high end skills in Advance excel and Macros)

**Personal Strengths:**

* Good Communication and Interpersonal Skills
* Good Analytical and problem solving skills
* Self Motivated & hardworking in nature

**Professional Experience:**

**InnoCore Solutions May 2019 to May 2020**

**Senior Technical Recruiter**

* Involved in End to End Recruitment Life Cycle from Sourcing, Screening, Selection, Hiring, Salary Negotiation, pre selection process and post offer process etc.
* Sourcing and screening candidates through creative sourcing techniques.
* Utilizing job boards like Monster, Dice, CareerBuilder, LinkedIn Express Search and Internal ATS Consultative.
* Utilized Internal Application Tracing Systems Like ZOHO, Accquick & Jobdiva.
* Submitting resumes on behalf of team in Vendor management systems (VMS)
* Expertise working on VMS’s likes Field Glass, Beeline.
* Sourcing and recruiting Engineering and function requirements for American Airlines and Money gram clients.
* Performed as Technical recruiter working on IT, Functional, Infrastructure and Engineering requirements.
* Worked on different industries of engineering like Automotive, Engineering, Information Technology, Manufacturing, Project Management, Machine Tool, Architectural, Utilities, , Medical, Food Processing, Aerospace Industries.
* Sourcing, Screening and submitting best matches on jobs assigned.
* Initiating the daily huddles and taking bandwidth from team and helping manager with it.
* Helping new recruiters with understanding on job description, rates, markups, candidates pool, and write-ups.
* Has excellent working experience on Tax Terms like W2, Corp-to-Corp
* Has experience in dealing with TN permit Holders, GC Holders, UC citizens, EAD for the requirements

**Latitude 36 Inc, Dec 2013- July 2018**

**Senior Technical Recruiter**

* At Latitude 36, we take staffing personally – it’s what we do.  Latitude 36 is a national, full service staffing services firm headquartered near Nashville, TN and Freemont, CA.  We specialize in recruiting solutions for Information Technology and Healthcare positions.  Founded in 2000, our clients include Fortune 1000 and privately-held companies.  Latitude 36′s unique approach results in a strong client partnership, while paving the way to one common goal – your success.

**Responsibilities:**

* Responsible for Full cycle IT recruiting (US), managed multiple job openings Non Technical, Functional and Technical requirements across various clients environment.
* Handled the tasks of screening, selecting and submitting candidates to job Orders within a defined discipline
* Expertise in utilizing web recruitment tools (Monster, Dice, Careerbuilder, LinkedIn, Google and much more), vendors, internal database, reference.
* Assigned the tasks of negotiating offers with candidates to meet target gross margins of the organization
* Coordinating with client interviews ad confirming with consultants (available timing)
* Maintaining full control of the interview process from candidate qualification to placement/hire.
* Handled the tasks of follow-up of candidates regarding offer letters Performed other tasks as assigned
* Responsible for the recruitment of contract, contract to hire, and direct hire of SAP centric ERP professionals in highly competitive business environments for client nationwide.
* Responsible for the recruitment of contract, contract to hire, and direct hire of SAP professionals in highly competitive business environments.
* Responsible for the identification, recruitment, and qualification of contract, contract to hire, and direct hire of SAP professionals in highly competitive business environments.
* Worked closely with direct sales personnel in identifying and qualifying the technical needs
* Worked with the clients like Visa, Adobe, Dolby Labs, centurylink, Beckman coulter, Gilead Sciences, Caterpillar, Facebook, LinkedIn, Success Factors, NetApp, Juniper Networks, SAP Labs, World vision, Amazon(Lab126) and SVB.
* Recruited for all levels of candidates, from Mechanical, Electrical, Medical, Technology Developers to Project Managers, Testers and ERP consultants.
* Sourced, screened, filtered resumes, checked references, interviewed and placed technical candidates with various end clients
* Expertise with LinkedIn Recruiter and social Media sourcing.
* Utilized Internal Application Tracing Systems (ATS) Like Maxhire and Bullhorn.
* Handling VMS (Vendor Management Systems) for various clients. Exp: ZeroChaos, WAND, IQN, Beeline and Fieldglass.

**Paramount Infotech** April 2011 to December 2013 **IT Recruiter**

Responsibilities Include:

* Responsible for handling the entire recruiting cycle such as sourcing, screening, contacting, confirming, interviewing, and placing qualified talent professionals.
* Creating Boolean/search strings after receiving the job descriptions.
* Fetch/Source resumes from different job boards (Dice, Monster & CB and Indeed and LinkedIn)
* Screening the resumes and qualifying for the required job.
* Calling candidates and checking on the skills and negotiating/confirming rate.
* Scheduling the interviews
* Closing the candidates after receiving the information.
* Work with OPT, H1B, EAD, GC & Citizens.
* Worked on Contract positions.mostly on CORP – CORP

**AVR Info Solutions** March 2010 to March 2011

**Process Associate (Sales Agent)**.

* AVR Info Solutions is a outbound sales processing company working for Canada.
* **Responsibilities**:  Here we call third party customers and explain briefly about mobile product and it’s promotions.

**Declaration:**

I hereby declare that the Information furnished above is true to the best of my knowledge.