

# **BISHWAJEET MANDAL**

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## **OBJECTIVE**

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- To work hard with full dedication for the achievement of organization objective under satisfying job contact, hence enhancing my skill and knowledge and ready to learn new things.
- Also, to obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knowledge.
- Very calm and self-motivated and punctuality.

## **EDUCATION**

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- B.Tech, Kalinga Institute Of Industrial Technology (KIIT), Bhubaneswar, 68.7% aggregate **2015-2019**
- 12<sup>th</sup> Science, CBSE, Sri Chaitanya Techno School, Visakhapatnam, Andhra Pradesh, 63.2% aggregate **2015**
- 10th CBSE, Vidya Bharati Chinmaya Vidyalaya, Jamshedpur, Jharkhand, CGPA 7.8 **2013**

## **PROFESSIONAL EXPERIENCE**

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### **MADAGONI LLC**

**Jul 2020 – Present**

#### **Senior US IT Technical Recruiter/ Bench Sales Recruiter:**

- Working with Preferred Screened Vendors who welcomes OPT-EAD Candidates profiles.
- Experience in understanding client job requirements and identifying avenues to find and search suitable candidates.
- Strong relationship with clients/partners and a consistent track record of achieving business through them.
- Working on different tax structures of US (full time, Corp-To-Corp).
- Expert Understanding of visa related issues and tax terms and contracting processes such as H1-B, OPT, CPT, etc. and tax terms C2C (Corp-To-Corp), W2 hourly, W2 employee (Salaried and percentage) and immigration process.
- Scheduling the interviews and follow up with them and maintaining a pipeline of candidate's interviews.
- Develop strong client and candidate relations hops and maintain communication with both.
- High level of proficiency with MS Office, MS Word and Excel software.
- Exploring all the requirements in US by getting connected with many Vendors through hotlist.
- Negotiating the rates while submitting resumes to vendors and giving feedbacks to the vendors about the interviews on regular basis.
- Excellent relationship management skills to develop successful networks within senior management, Staffing teams and HR Partners.

### **SOFTNICE INDIA PVT. LTD**

**Oct 2019 – Apr 2020**

#### **US IT Technical Recruiter:**

Worked as IT Technical Recruiter in Softnice for **Cambay Consulting LLC** specialized in providing staff augmentation and contingent services to the direct state and federal governments of United states. We provide employment as per client compliances and requirements to the candidates residing in USA and hiring them to work on our payroll. Working on requirements release by the State government client of USA and according sourcing eligible candidate from various job portals online and making calls to them for explaining the requirement to the candidate and purpose of the call. Delivering daily target of 2 submissions per day.

#### **Technical Tools and Skills:**

- Used MS Outlook, MS Word, MS Excel, for daily internal and external work and as a mode of communication with the candidate.
- Used job portals like CB (Carrier Builder), Monster, TextNow application, LinkedIn to source candidates.

## **EXTRA CURRICULAR ACTIVITIES**

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- Donated Blood at "Blood Donation Camp" at ICE, KiiT University, BBSR **03/10/2015**
- Participated in Mini Marathon Hosted by TEDx , KiiT University, BBSR **11/02/2017**
- Donated Blood at "Blood Donation Camp" by Rotaract Club of KSOM, BBSR **23/02/2017**