



PRATIK TALAJIYA

Business Development & Support
Technical IT Recruiter

PROFILE

Self-driven and motivated recruiter with 1.5+ years of experience and comprehensive background in coordinating the company's recruiting process, screening and evaluating job applications, and executing various office duties. I carry a positive attitude and possess the ability to excel under pressure. My ability to identify, lead and conduct inside-sales activities means that I have the potential to be extremely impactful on a company's sales figures. In addition to this, I can work across multiple markets and working on various marketing and promotional tools.

My key strengths include addressing client support issues and helping to ensure that sales goals are met. I would like to work for a company that is seeking intelligent, passionate and driven individuals to join their ranks. My communication skills allow me to easily create a positive impression through personal interaction over phone, email, and in person.

EDUCATION

Malini Kishor Sanghvi College of Commerce and Economics.

2015-2017

Bachelors in Accounts and Finance (BAF).

Grade: B

Kandivali Education Society.

2014

HSC

Percentage: 70%

WORK EXPERIENCE

Saxon Global INC. (Technical IT Recruiter)

Irving, Texas.

→ 02 MARCH 2020 – Present

Working as a technical recruiter for USA jobs. My responsibilities include identifying potential employees, screening job applications, and maintaining confidential database, documents, and records. To achieve the same, I utilize social networks to find qualified candidates. Further, I prescreen candidates with detailed phone screens, evaluate candidates' compatibility with specific job requirements, ensuring a right fit prior to submission to client. I am highly skilled at developing relationship with candidates to understand their skills and cultural match to a position; and maintaining recruitment reports and providing regular updates to the manager while interacting with 15-20 HR groups simultaneously.

New York Technology Partner. (Technical IT Recruiter)

Iselin, New Jersey.

→ 01 APRIL 2019 – 05 FEBRUARY 2020

Worked as a technical recruiter for USA. My duties were to be responsible for placing qualified individuals to fulfill client needs. Analyze 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. Conduct searches to find qualified individuals via websites including Monster, LinkedIn, Indeed, Techfetch etc. Recruited in all regions of the United States. Cold called an average of 50 potential candidates a day.

STRENGTH

Great communicator with excellent time management skills and well-developed teamwork abilities.

CONTACT

PHONE:

+91 7977681923

EMAIL:

pratik.talajiya@gmail.com

Chintan Dyes and Chemicals. (Sales Executive)

➔ 16 DECEMBER 2018 -- 20TH MARCH 2019

Worked as part of the family business, which is a chemicals company. My duties included monitoring procurement of our materials and overseeing the sales and distribution of our products. We provide customized solutions for our customers and my role included contacting new leads and expanding our customer base.

Kplus Infotech. (Sales Coordinator)

➔ 15 SEPTEMBER – 15 DECEMBER 2018

At this organization, I worked as part of the sales team as a coordinator. My role involved discussing requirements with the clients and mining prospects for business. I was Ensuring the adequacy of sales-related equipment or material and responding to complaints from customers and give after-sales support when requested.

Adroit Inc. (Business Associate)

➔ 01 FEBRUARY 2018 – 11 APRIL 2018

I was trained under the following: marketing, advertising, promotion, sales and branding. I was also trained for HRM (Human Resource Management) and HRD (Human Resource Development) functionalities of a business management module under which I learned team management and team administration for the sales and advertising department. My role consisted of meeting sales target for the company's product and educating the clients on the benefits of said products.

SKILLS

