**Ranjeet Kumar**

kum.ranjeet11@gmail.com (7905469151)

# Career Objective

I believe that positive human interaction and I shall endeavour to utilize this strength to bring out the inherent capabilities of people working in the organization self-motivated and productive. My objective would be to overcome all challenges that I may come across while discharging my duties for the ***ultimate*** benefit of the organization. Seeking an opportunity to utilize my extensive skills and knowledge with a company offers growth and increasing responsibility.

**Professional Summary:**

I am a results-oriented professional with experience in US IT and Non-IT recruiting. Cold calling is one of my specialties, and I am able to reach candidates quickly and make appointments with them. My expertise spans sourcing to applicant closure, and I excel in parsing job descriptions and asking questions to ensure what it is that hiring managers want.

**Work Experience:
WhiteCrow Research**, **Mumbai**  **August,2021-Present**
**Role: Sr. Consultant**

* Working on Full-time (Permanent), C2H (Contract to Hire) IT and Non-IT roles.
* Clients: Hitachi Ventara, Wipro, Fujitsu, Capgemini, Teradata, Adobe, AMD etc
* Roles: Engineering Director, Software Development managers, Software Engineers, Director of Sales, Client Partners, Solutions Architect, etc.
* Job Boards: Dice, Monster, Career Builder, Indeed and LinkedIn Recruiter
* ATS: Aegis

**Aditi Consulting** , **Bangalore**  **April,21-August21**
**Role: Sr. Technical Recruiter**Supported the Direct Client **Caterpillar** on their IT as well as Non-IT requirements.

* IT and Engineering Roles- Project Managers, Software Developers, Embedded Engineers, HVAC Engineers, Technicians and more.
* Non-IT (Functional Roles): Project Coordinator, Staff Accountant, Pricing Analyst, Financial Analyst, Business Analyst, Recruiting Coordinator, HR Generalist and more.
* Worked on 2-3 different requisitions daily.
* Worked on W2 positions.
* Job Boards used: Monster, Career Builder and LinkedIn
* ATS (Applicant tracking System): Jobdiva

**Ian Martin Vadodara**  **April-19-April-21**

**Role: Talent Acquisition Executive**

* Source and develop passive candidates through networking, cold calling, complex internet searches, social media, research, etc.
* Managing full life cycle of recruitment with strong Stakeholder & Candidate management
* Provides support throughout the recruiting process for an assigned business unit.
* Maintains applicant tracking system to ensure data integrity and compliance.
* Conducts applicant tracking system audit and makes corrections in applicant tracking system as appropriate.
* Coordinates candidate pre-employment checks and serves as the primary contact to ensure timely and proper facilitation of candidate status.
* Follow-up; ensures all aspects of the new hire process are timely, accurate and lead to a positive experience for all involved.
* Responds to all internal or external recruiting-related inquiries with a sense of urgency, and directs/escalates to the proper source for information and follows up as appropriate.
* Proven experience supporting multiple individuals and prioritizing work.

**Vodafone Shared Services India Pvt Ltd, Ahmedabad Nov 2017-May 2018**

**Role: Live Web Chat Agent**

**Responsibilities:**

* Fast fingers on keyboard with abilities to work on more than one windows
* Ensured superior customer experience by addressing customer concerns, demonstrating empathy and resolving problems quickly and efficiently.
* Use decision-making skills in responding for clients
* Maintain customer satisfaction by providing quality service to members regarding their billing and subscription accounts.
* Managed billing, refunds, sales and orders.
* Resolved product/policy issues and shared benefits of new technology.

# Academic Qualification

* **Post Graduate** M. Com from Lucknow University (2013-15)
* **Graduation** B. Com (Hons) in FMM from Banaras Hindu University with

69.39 % (2010-13)

* **Intermediate** fromCBSE Board, in year 2009.
* **High School** fromCBSE Board, in year 2007.
* **CPT (Common Proficiency Test)** of Chartered Accountancy passed.
* **Completed 100** Hours of ITT training in CA course.
* **Completed 3** Years of CA Articleship

 **Achievements**

* Gold medallist in school level athletic championship
* Gold medallist in school level badminton championship
* Winning captain of the school cricket

**Strengths**

* Good interpersonal & team skills.
* Work under pressure & control the stress.
* Ready to take bigger responsibility in a short notice.
* Learn quickly and adapt new methods & technologies.

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|   **Personal Profile**  |  |  |
| • Date of Birth  | :  | 6th March,1992  |
| • Languages Known  | :  | Hindi &English  |

 **Hobbies**

* Playing Cricket, Badminton and Carom
* Travelling
* Surfing Internet

**Declaration**

• I certify that all the information provided by me are true and to the best of my knowledge.