**Ankit Kumar Shukla**

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**Current Location: Gurgaon (Open to Relocate)**

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**SUMMARY:**

* Global Talent Acquisition/IT Recruitment Professional with over 5 years of experience in End to End IT Recruitment for In House Requirements & Client Deployment Requirements in US, UK and India.
* 2+ years of experience in leading teams. Managed a team of up to 8 Recruiters. Mentored & trained 5 Trainee Recruiters from scratch.
* Mostly recruited for positions within ERP, Big Data, Cloud Analytics, Data Science, Robotic Process Automation, Business Intelligence, Web & Mobile Technologies.
* Led different recruitment strategies to increase the recruitment productivity and enhance the processes.
* Excellent interpersonal and communication skills.
* Fast learner, organised, multitasking, team player.
* Process and Goal Orientated.
* LinkedIn Recruiter.
* Well versed with L2 screening.
* **Skills:** Team Handling, Recruiting, Job Advertising, Sourcing, Screening, Interview Coordination, Salary Negotiation, Closing, Vendor Management and Networking.
* **Job Boards:** Monster, CareerBuilder, Dice, Naukri, Indeed, CWJobs, JobServe.
* **ATS:** BullHorn, JobDiva, Ceipal.
* **Industries:** Banking, Financial Services, Insurance, IT Services.

**EDUCATION:**

* Bachelor of Technology (CSE), Hindustan College of Science & Technology, Farah, Mathura (UP), May 2015

**CERTIFICATION:**

* AWS Certified Cloud Practitioner
* LinkedIn Learning Certifications: Strategic Human Resources, Recruiting Foundations.

**PROFESSIONAL EXPERIENCE:**

**SENIOR TALENT ACQUISITION, STRATACENT October 2019- Present**

**Description:**

* **Industry:** Information Technology & Services
* **Key Focus Areas:** Robotic Process Automation, Data Management, Data Integration, Cloud Analytics, Fraud & Risk, Program Management and Infrastructure Services.
* Reporting directly to Managing Director of Global Operations and Head of India Operations.
* Managing a team of 3 Talent Acquisition professionals.

**Responsibilities:**

* Handling the entire end-to-end recruitment cycle for In House Requirements & Client Deployment Requirements in US, UK and India.
* Sharing/assigning requirement priorities within the team, screening candidates submitted by recruiters before submitting it further to the respective project teams.
* Playing a leading role in generating a large pipeline of high qualified candidates for our upcoming projects through direct sourcing, LinkedIn, Referrals and more.
* Working closely with Senior Level Management, Hiring Managers and key employees in various project teams to analyse, understand technical job duties, responsibilities, staffing needs and business hiring requirements.
* Hands-on approach to all stages of recruiting and hiring processes including sourcing, conducting phone and virtual screening, engaging in In-Person Interviews and managing complete interview to hire process.
* Maintaining and sharing database and recruitment activity reports with management and participating in weekly and monthly recruitment calls with hiring managers.
* Developing recruitment strategies with the management and the hiring managers to enhance the hiring process.
* Maintaining very good relationships and communication with prospective candidates to long-term relationships and to make them very comfortable working with the company.

**ASSISTANT MANAGER-RESOURCING (IT), IDC TECHNOLOGIES April 2019-September 2019**

**Description:**

* **Industry:** Information Technology & Services
* Managed a team of 4 recruiters.
* Reported directly to AVP of Recruitment (US).
* Worked on ERP, Big Data, Data Science, Data Analytics, Robotic Process Automation, Business Intelligence, Web & Mobile Technologies.

**Responsibilities:**

* Coordinating with Hiring Managers, Project Teams, and Account Managers to understand requirements, scheduling interviews, coordinating with candidates, and following up post interviews.
* Sharing/assigning requirement priorities within the team, screening candidates submitted by recruiters before submitting it further.
* Scheduling interviews, taking interview preparation calls with the candidates’ prior interviews and following up post interviews.
* Coordinating with Candidates and the HR & Compliance team post confirmation to initiate and complete the paperwork and BGC, throughout the onboarding process.
* Maintaining and sharing database and recruitment activity reports with management with AVP.
* Hands on recruitment on critical requirements which needed immediate attention.
* Attending the weekly conference calls with the respective project teams for discussing open positions and for updates.
* Attending team performance review meetings on every first day of the week to discuss goals of the week and discuss/share the weekly report.
* Taking individual performance review meetings of the team on the biweekly basis.

**SENIOR RECRUITER, MASTECH DIGITAL            August 2016- March 2019**

**Description:**

* **Industry:** Information Technology & Services
* Started as an individual contributor and ended up as an acting lead, managed a team of 8 recruiters.
* Mentored and trained 5 trainee recruiters from scratch.
* Received High Honor Award 18 times for overachieving my monthly targets.
* Worked on ERP, Big Data, Data Science, Data Analytics, Robotic Process Automation, Business Intelligence, Web & Mobile Technologies.

**Responsibilities:**

* Coordinating with the respective stakeholders to discuss requirement priorities and updates on the daily basis.
* Sharing/assigning requirement priorities within the team, screening candidates submitted by recruiters before submitting it further.
* Scheduling interviews, taking interview preparation calls with the candidates’ prior interviews and following up post interviews.
* Coordinating with Candidates and the HR & Compliance team post confirmation to initiate and complete the paperwork and BGC, throughout the onboarding process.
* Maintaining and sharing daily status report with Team Director, Recruitment & Delivery Manager on the daily basis.
* Hands on recruitment on the contract roles with BR above $90/hr, fulltime requirements and the critical requirements which needed immediate attention.
* Attending the client specific conference calls with Recruitment & Delivery Manager and AMs for discussing open positions and for updates on the weekly basis.
* Attending team performance review meetings on every first day of the week to discuss goals of the week and discuss/share the weekly report.
* Taking individual performance review meetings of the team along with Recruitment & Delivery Manager on a biweekly basis.
* Coordinating with Job Posting and MIS Team on a daily basis.

**TECHNICAL RECRUITER, ICONMA June 2015-July 2016**

**Description:**

* **Industry:** Staffing & Recruiting
* **Positions:** IT, Professional and Non-IT roles.
* Overachieved my yearly goals by 250%.

**Responsibilities:**

* Taking requirements from delivery managers and understanding them thoroughly by discussing job duties and required skills with the recruiting manager; and researching keywords on Google.
* Posting requirements on various job boards.
* Sourcing candidates through CareerBuilder, Monster, Indeed, LinkedIn and various other local job boards.
* Screening candidates by discussing with them job duties and skills required by our clients for the respective position.
* Taking the client specific information and negotiating pay rates with candidates.
* Following up with candidates on a regular basis and asking them for referrals.
* Confirming interviews and offers with candidates.
* Coordinating with the on boarding team and following up with them regarding the status of the documentation work and the background check on a regular basis.
* Attending the client specific conference calls with the delivery and the account manager for discussing open positions and for updates on the weekly basis.
* Attending performance review meetings with the recruiting and the operational manager on monthly basis.
* Maintaining the daily, weekly and monthly status reports.