**Mehul Wagh**

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**878-040-2108**

**Summary**

Highly experienced Senior Technical Recruiter with 8+ years of full life-cycle experience and expertise in placing highly talented individuals in start-up roles. Excelled in Recruiter role by identifying candidates using creative sourcing methods such as internal database, Talent search engines, Job Portals, Internet searches, job postings, applicant referrals, technical user-groups, networking and LinkedIn. A proactive and innovative marketing strategist, highly proficient in managing high lead loads. Proven track record in maintaining and improving employer brand, ensuring that we attracted, hired and retained people who contributed to our company’s growth and that of our clients. Excellent Written and verbal communication skills and a proven ability to connect with clients and candidates.

**Skills**

* Recruitment strategies
* Talent Assessment
* Interviewing
* Understanding of technical jobs
* Web-based sourcing
* Communication
* Lead Generation
* Client Management
* Negotiation

**Recruitment Skills:**

**Primary skills**: Talent Assessment & Acquisition, Candidate Sourcing & Screening, Advanced Boolean searches, Exempt & on-Exempt staffing, Executive recruiting, High volume staffing, Offer Negotiations, Placement & onboarding, Employment law & HR Affairs.

**Recruiting Tools**: LinkedIn recruiter, Monster talent CRM, Career Builder, Dice, indeed, Zip recruiter

**Domains**: IT Professionals, Finance & Accounting, Marketing & sales, skilled trades, Executives, managers, Office/Admin supports.

**Applications**: Microsoft Office, Excel, outlook, PowerPoint

**ATS**: Job diva, METAL, Ceipal

**Professional Experience**

**Talentrupt RPO LLP – Vadodara Jul 2021 – Present**

**IT Recruiter**

* Engaged qualified candidates for a variety of niche and highly technical roles using multiple sourcing techniques
* Manage Full Cycle Recruiting
* Involved in the day-to-day activities from sourcing potential candidates to maintaining a good flow of resources for future opportunities.
* Partnered with key stakeholders to build and implement effective recruiting strategies
* Build and maintain a network of potential candidates through pro-active market research and on-going relationship management
* Screen, interview and prepare an ideal candidate slate within an appropriate and consistent timeline
* Communicate sourcing strategies to business and recruiting leaders verbally and in writing, with data, deliverables and timelines
* Work with candidates through the interview process, moving quickly to create a great candidate experience
* Develop and implement new recruiting processes and fine tune existing processes for efficiency and maximum return on investment, keeping client and candidate experience as the top priority
* Manage and prioritize multiple searches, projects and client relationships
* ATS experience with sourcing, tracking and managing candidates
* Recruited for positions like Software Engineers, Full Stack Developers, Business Analyst, Quality Assurance, Project Manager, Program Managers etc.

**OPTnation – Vadodara**

**Sr. Technical Recruiter Nov 2018 – May 2021**

* Successfully recruiting consultants for various permanent/full time, contract positions on various IT Technologies.
* Finding active and passive candidates using proactive sourcing methods, high touch direct sourcing and networking to find top candidates for current and future openings. Used cold calling, data base mining blogs, internet/web searches, LinkedIn, employee referrals to generate candidate leads.
* Presenting fully screened qualified candidates to hiring managers in a timely manner.
* Edited and reformatted resumes as necessary, adding relevant key words and skills to increase candidates match with client positions.
* Established rapport with managers and directors; defined best practices and procedures.
* Maintained and updated the ATS/CRM software
* Updated and maintained social media channel (Linked-in).
* Able to leverage a variety of sources in order to build a continuous pipeline of qualified candidates including career fairs, employee referrals, job boards, internet research, social networking and technology user groups

**Technical Recruiter Sept 2016 – Oct 2018**

* Involved in creating and managing a candidate network and queue with a variety of IT skills.
* Negotiated with the consultants on different contract terms like C2C & W2.
* Worked with IT consultants of various experience levels on .Net, Java/J2ee, Oracle, SQL Server, QA Tester, Oracle Apps, SAP, people soft etc.
* Identified, interview and submit candidates in a timely manner.
* Complete knowledge of Full Life-Cycle recruiting including screening and interviewing.
* Effectively negotiated pay rates with candidates for contract positions.
* Extensively sourced candidates via the Job Boards, Web Search and Networking.
* Worked on all major job boards (e.g Dice, Career builder, MONSTER, Indeed etc.) to assist the company in recruiting candidates, which included writing the job descriptions clearly and giving them an identification number, updating the postings and maintaining the job boards. Received all responses for processing and input into the system.

**Planet BPM – Vadodara Jun 2014 – Aug 2016**

**Customer Service Representative**

* Handled 90+ calls daily, with duties including signing up new customers, retrieving customer data, presenting relevant product information.
* Received an average 85% customer satisfaction rating to date, 15% higher than company average.
* Helped to resolve a recurring product complaint by analysing reports and identifying a major process bottleneck which led to 70% reduction in the number of tickets for this specific issue.
* Trained 2 new employees in how to use CRM, entering customer data and organizing customer interaction logs.
* Used technologies like Zoho CRM, Microsoft Excel.
* Received Associate of the month award 4 times.

**Education**

Maharaja Sayajirao University of Baroda, Vadodara 2020

Bachelors in Commerce