

Rajeshwar Kumar P

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Aiming for a challenging **Human Resource Assignment** with a leading organization to focus on my abilities so as to work towards achievement of the company's goal and also to strengthen my skill and learning.

Summary:

Raj, has around 6 years of experience in recruitment/staffing industry. Worked on many direct clients, implementations partners. Strong in placing technical profiles. Strong in sourcing, screening, negotiating. Good with ATS, VMS. Can manage very well with his communication.

Professional Experience:

Company : **People Tech Group**
Role : **Sr. IT Recruiter (Lead Panel)**
Duration : **Mar/2018 – Till Date**
Supported Clients : Microsoft, Expeida, Amazon, Virtuoso, GM, GE, State of WA (City, DoI, DoI, DOH, HCA, WSLCB, OSPI, Fisheries, etc), Stanford university, SBCTC-WA, etc..
ATS Used : Oracle Taleo, JobDiva
VMS : Beeline, Zerochaos

Company : **GBIT India Pvt Ltd (Global Bridge InfoTech Inc)**
Role : **Talent Acquisition Specialist**
Duration : **Oct/2015 – March/2018**
Supported Clients : USG & E, Dexmedia, Symantec, Neiman Marcus, Tech Mahindra (AMAT, Verizon, Philips, etc), Cognizant (Comcast, Monsanto), UST Global (Anthem, BCBS, CareFirst, etc), Wipro (Cisco, Apple), IBM
VMS : VChannel, IQN, Fieldglass.

Company : **"Laksana IT Solutions Pvt. Ltd" (Boson Solutions)**
Role : **Sr. Technical IT Recruiter /Lead.**
Duration : **Jul 2015 – Oct2015**
Supported Clients : Collabera, IDC, Tek Systems, Randstad, etc

Company : **Intone Networks Inc**
Role : **Talent Acquisition Consultant (TAG)**
Duration : **Jul2013 – Jul2015**
Supported Clients : Mphasis (JPMC), Birlasoft, NTT Data (T-Mobile)

Company : **TATA Business Support Services limited (TBSS)**
Role : **Technical Support Engineer (SME)**
Duration : **Jun 2012 – Jun 2013**
Supported Clients : TATA Communications Limited/VSNL

Key Deliverables

- Worked with many **Direct clients, Implementation Partners** and couple of vendors.
- Involved in full recruiting **life cycle** recruitment.
- Strong in understanding and working **of technical and nontechnical requirements**.
- Very good hands on **RFP** (Request for proposals) assignments
- Know about MSA, NDA, PO.
- Strong in sourcing, screening, interviewing, reference checking, tracking, salary negotiations and closing.
- Successfully handled a **team of five members** and can support as a **very good team member**.
- A very good **passionate** to work **under pressure**.
- Interacting with the delivery team on regular basis and prioritizing requirements as per the billable effective rates.
- Sourcing candidatures from various channels such as Job Portals, referrals, company's own database.
- Good hand on **Conducting Walk-In, personal interviews**.
- Participated in **Campus Hires** (For in-house assignments).
- Providing timely feedback to the client on their requirements and to the candidates on their interview.
- Participated in **induction** for new joiners to create awareness of the Recruitment function.
- Provided **training** for new joiners.
- Preparing and maintaining various MIS Reports like Tracker sheet, requirement and offer reports, to be sent to delivery heads and top management.
- Planning and structuring of job advertisements on job portals.
- professional with excellent interpersonal and rapport-building skills.

Technical Support:

- Provide support to customers via telephone, email and remote control for the range of services and products that Solutions provide.
- Diagnose and resolve Participant problems.
- Report and track faults through the predesigned applications.
- Documenting any major problems customers are facing with the products in large numbers & reporting it to the concerned department.
- Ensure accurate call comments are entered and appropriate information is provided in escalated calls.
- Promote teamwork and call center success.
- Travel periodically for training.

Skill Set

- **Technical:** Being a recruiter, have to work on client needs (technical/non technical), it is not a justification of my title if i mentioned specific technologies. Can always give my best (if i was already worked on that skill),else will try my level best (if i didn't get a chance to work on it) // Being in industry for several years, i covered

evergreen technologies like Java, .Net, Oracle, SQL, ERP (SAP, PeopleSoft, JDE), cloud (SFDC, Azure, AWS), PM, BA, IT Infrastructure, many more

- **Tax Terms:** W2,1099, C2C.
- **Work Mode:** Contract, Fulltime, Part-time
- **Job Boards:** Dice, Monster, Tech-Fetch, Career Builder, Naukri
- **Social Media:** Linked-In, Indeed, Facebook.
- **Search Engines:** Google, IE, Yahoo.
- **Operating Systems:** Windows.
- **Email Platforms:** Outlook, Gmail, Yahoo, Hotmail.
- **Microsoft Office:** Word, PowerPoint, Excel, Outlook
- **Headhunting.**
- **Sourcing.**
- **Screening.**
- **Negotiating.**
- **Interviewing candidates.**

Achievements

- Ranked always **top2**, across the floor on performance basis in People Tech Group.
- Received Many "**Appreciation certificates**" from GBIT.
- Offered "**Award Of Excellence in performance**" from the client, for resolving the participants query's in efficient manner (While am working with "TATA").
- I got number of appreciations from the customers for receiving the effective resolution on their issues.
- I received no. of prizes from my college (B. Tech) for my **Academic excellence** & Cultural participation.

Certifications:

- Rank Sheet Certified Professional in Recruiting (7/10) & Core HR.

Academics & Seminar

Attended **International Seminar on Cyber Security**, organized by **Kenes Exhibitions in Hyderabad-2017**

Masters (EMBA-HR) // ISBM-H //2013-2014

Bachelors (Btech-CSE) // JNTU-H //2008-2012

*** References can be provided upon request ***