

**Ajit Chauhan**  
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Ahmedabad, Gujarat

### **Summary**

- Possess 5+ years of professional experience in recruiting IT and Non-IT professionals.
- Familiar with recruitment processes and techniques
- Ability to handle candidates and clients independently
- Positive attitude, excellent team player and flexible
- Possess excellent communication and interpersonal skills
- Ability to conduct extensive research and recruit candidates via internet
- Ability to accept challenges and handle workloads
- Recruiting the most appropriate candidates for the given requirement within the turnaround time.
- Maintaining the quality of the resumes being submitted.
- Effectively utilizing job portals like Monster, Dice, Careerbuilder, LinkedIn and Indeed etc.
- Coordinating with the account managers for a better understanding of their expectations.
- Hire candidates on W2, 1099 and Corp to Corp employment types.
- Sourced candidates, screened for specific technologies, attitude, communication level, technical knowledge, managed salary negotiations and sending the offer letter.
- Having an experience of ATS like Bullhorn, Job Diva and ICIMS

### **Rewards:**

Awarded as a best recruiter in 2017/2018 /2020

### **Technical Skills:**

**Computer skills:** - Windows 10, 7, XP, Microsoft Office and Other Applications.

**Job boards:** Monster, Dice, CB, LinkedIn etc. ATS & VMS: Job Diva, Bull Horn and Beeline

### **Recruitment skills:**

- |                         |                     |
|-------------------------|---------------------|
| • Resume sourcing       | • Onboarding        |
| • Boolean strings       | • Talent management |
| • Screening             | • Lead generating   |
| • Negotiation           |                     |
| • Interview Preparation |                     |

### **Lead Recruiter**

**SA Technologies Inc., Pune, India**

**Aug 2021- Present**

**Company Website:** <https://satincorp.com/>

**Company LinkedIn Profile:** <https://www.linkedin.com/company/sa-technologies-inc-/>

**About company:** SA Technologies specializes in offering IT consulting and Development solutions using Remote as well as onsite IT Teams. Over the years, we have been helping our customers achieve operational excellence and compliance on the cloud. Our expertise lies in delivering quality services, cross-platform skills & supporting you to achieve operational excellence & empower you to become a technology-driven enterprise.

Our recruitment services are crafted in accordance with your business needs. We ensure our way of work merges well with your work culture, value, and management. Our end-to-end RPO solutions will serve as your extended HR team and will help you to align the resourcing.

### **Role & responsibilities:**

- My day-to-day task is daily stand-up meeting, manage the account / client, client meetings, understand the job requirements from client side, allocate the work to team, make sure there are

submissions within the turn around time, taking care of number of submissions and hires to the clients and Daily reports.

- Doing all the above with Hands-on full lifecycle recruiting, sourcing, cold calling, screening, qualifying, negotiations, offers and onboarding.
- Evaluated potential candidates profile compared with client's requirements.
- Excellent experience of Application tracking systems (ATS) such as Bullhorn and Job Diva.
- Sourced resumes from different job boards such as Dice, Monster, CB, LinkedIn etc.
- Experience in working with US Citizen, GC Holders, EAD and H1-B visa holders.
- Do a prep-up call with the candidate before interview and take debrief once interview is done.
- Ability to interface and maintain effective working relationships with individuals at all levels
- Handling the sensitive and confidential information appropriately
- Ability to handle multiple tasks in a fast-paced HR environment

**Clients: Microsoft, Amazone, Google, Meta (Facebook), Bank Of New York Mellon, Citi bank**

### **Senior Technical Recruiter**

**KTRIAN SOULTION PVT LTD, Ahmedabad, India**

**June 2017- Aug 2021**

**Company website:** <https://www.ktrian.com/>

**Company LinkedIn:** <https://www.linkedin.com/company/ktrian/>

- KTRIAN is a premier offshore recruitment and HR solutions service provider. We partner with all sizes of staffing agencies and IT Consulting firms to deliver an entire spectrum of recruitment support. Industries ranging from Information Technology, Engineering, and Manufacturing to Accounting & Finance, we cover all the stages of the recruitment process and help companies to hire talent locally and around the globe.
- Having existed for more than a decade, we understand the changing needs of the recruitment industry to provide cost-effective, scalable, and efficient talent acquisition strategies to our clients with an improved ROI.
- We are a trusted offshore RPO partner working with startups to Fortune 500 companies based in North America and Europe. From sourcing, full-cycle recruitment, and headhunting to VMS/MSP support, KTRIAN offers a comprehensive range of tailored recruitment solutions. Our recruiters are specialized and well-trained to help staffing firms accelerate their business and create a competitive advantage. We believe in the power of people and are here to bridge the talent gap globally.

#### **Responsibilities:**

- Hands-on full lifecycle recruiting, sourcing, cold calling, screening, qualifying, negotiations, offers and onboarding.
- Sourced resumes from different job boards such as Dice, Monster, CB, LinkedIn etc.
- Experience in working with US Citizen, GC Holders, EAD- GC, EAD-H4 and H1-B visa holders.
- Worked with the Secret clearance and Top Secret clearance candidates
- Do a prep-up call with the candidate before interview and take debrief once interview is done.
- Make sure the candidate Join after he receives an offer.

**Clients: The Boeing, Microsoft and DR HORTON.**

### **Talent Acquisition Specialist (US Staffing)**

**IMS People, Ahmedabad, India**

**Nov 2016-May 2017**

IMS is an innovative Offshore Recruitment Services firm whose customized services help individual staffing firms' source talent for opportunities at home and abroad. IMS helps progressive recruitment companies improve customer loyalty and increase margins by providing highly skilled offshore recruitment services on demand to fill more orders at lower costs.

Our staffing industry expertise is backed by our affiliation with the global staffing company Empresaria Group Plc and our commitment to make your opportunities for People, possible.

We are an ISO 9001:2008 certified organization.

#### **Responsibilities:**

- Responsible for Full Life Cycle Recruitment – Source, screen and qualify candidates as per client

requirement.

- Successfully source and place candidates for full time and contracting positions nationwide with major clients like JP Morgan Chase, Verizon, Exelon, Johnson & Johnson, AIG, BMS, and many more.
- Source and place junior to executive level candidates using job boards such as Monster, LinkedIn, CareerBuilder and Referrals.
- Pre-screen eligible candidates
- Coordinate interviews, Prepare and debrief candidates before and after client interviews.
- Negotiate salary/rate requirements with candidates and determine appropriate full time and hourly/daily rates.
- Clearly communicate all aspects of the offer including salary, benefits, relocation etc.
- Perform follow-up calls and continued productivity for the duration of the open requirement.
- Complete understanding of the details of US tax terms like W2, 1099 and Corp to Corp and valid work visas.
- Develop and implement recruiting strategies to attract, screen, recruit and select high quality candidates.
- Work Experience with PBP (Profit Base Partner) Model
- Work extensively on client portal for submissions, interview acceptance, and offer acceptance
- Expert in Job Diva, CareerBuilder, Monster, Indeed.

### **Education**

- Gujarat University
- Bachelor of Science – Mathematics      2013