# Summary

* Looking for a challenging career where I can utilize my Educational and professional Knowledge.
* Looking for a company that wants to integrate my knowledge and experiences, where I can enjoy doing my job and making the people around me better at their jobs and become excited to come to work because they enjoy it.
* I like making the work place an enjoyable experience where employees can grow, learn a team culture knowing they have their co-workers back and their co-workers do the same.
* To give best of mine to whatever I am part of.

# Personal Efficiency

* Around 3 years of Total Working Experience in Technical Recruitment (IT / Software / Telecom) into **US-Staffing**.
* Strong sense of responsibility and self-motivation.
* Success oriented and outing with a positive attitude.
* Knowledge and work experience in internet recruitment sites like **Job Diva, Dice, Monster, Career Builder, and LinkedIn, Indeed, Job Diva** etc**.**
* Excellent client and vendor management skills to ensure timely delivery of resources
* Proficient in making new relations with the vendors.
* Capable of maintaining relationship with vendors by filling their requirements.
* Outstanding persuasion, negotiation and investigative skills with ability to work effectively in high pressure environments.
* Experience across multiple industries such as **Financial, Retail, Telecommunications, Software, Health Care Industries**, etc.
* Hands on IT professional, programming background helps in understanding the requirements in detail.
* Expert in maintaining good relationship with Third party vendor so that they can work closely on requirements.
* Good exposure in **W2, C2H and Corp to- Corp** deals. Experience in negotiating & finalizing **salary/ rate/hr. aspects** with **GCs, U.S. Citizens, H1B, EAD, TN permit holders, OPT EAD**.
* Experience in Recruiting technical consultants of all levels, from programmers to project managers etc.
* Strong interpersonal and communication skills, creativity, excellent attitude towards team work and common goals achievement.
* Actively participated in team for business development activities and maximize the revenue growth and exceed goals and objectives.

# Core competency

**Interview Facilitation – Social Media/LinkedIn – Talent Acquisition**

**Recommendations – Interview Processes – Training & Development**

**Resume Formatting – Microsoft Office – MS Outlook**

**Database – Pre-Screening – Follow-up & Backup**

**Sourcing – Teamwork & Leadership – Placement & Onboarding**

**Communication – Pipeline Development – Sourcing Strategies**

**Organization: Orotech Solutions**

**Duration: March 2020– Present**

**Designation: Senior Technical Recruiter**

**Client: TCS / GEICO**

**Responsibilities:**

* Involved in all the activities of a Recruitment Cycle right from **Sourcing, Screening, Short listing, Evaluating, Salary Negotiations and Reference Checks**, **interview, offer, negotiation and closed candidates** for **assigned requisitions**.
* Successfully managed and Handled Large US Clients.
* Responsible for team & work force planning, training, development and deployment.
* Individually meets the delivery targets assigned from time to time as per the delivery plans.
* Screening, short listing, taking telephone rounds, writing accurate feedback and following up with candidates.
* Handling all scheduling activities between candidates and clients.
* I served like Java, UI/UX, .Net, Big Data Hadoop, QA, BA, Full stack, Mean Stack etc.
* Maintaining Daily /weekly/monthly reports of the requirements, submissions and profile status, Interviews, placements.
* Coordinating with the Sales /BDM /Accounts Manager for contract positions or requirements on Hourly/daily basis.
* Co-coordinating with the operations manager to keep him posted on the timely performance of self and the team of recruiters
* Leading & handling a team of recruiters guiding, counselling and monitoring them in action to promote employee satisfaction, filling resources on time across the function also Associated with Account Manager & Involved in Distributing Client Requirements to the Associate Recruiters within the Team..
* Responsible to work on **Contract, Permanent and C2H (Contract to Hire)** position across the United States.
* Involved in all the activities of a Recruitment Cycle right from **Sourcing, Screening, Short listing, Evaluating, Salary Negotiations and Reference Checks**.
* Responsible for full-cycle recruiting: **interview, offer, negotiation and closed candidates** for **assigned requisitions**.
* Sourcing from **Job Portals (Job Diva, Monster, Dice, Career builder, Indeed) and BullHorn,** making job postings on the job portal.
* Validation of resumes for experience and verification of work status.

**Organization: Diverse Lynx India.**

**Duration: August 2019 – March 2020**

**Designation: Senior Technical Recruiter**

**Client: TCS / Cognizant**

**Responsibilities:**

* Guiding out the colleagues and new joiners in every possible way.
* Recruited consultants with leading IT skills from entry level to senior level positions.
* Worked for different kinds of positions like – Full Stack, Front End, Backend, Project Manager, Java, .Net, AWS, ETL, Tester etc.
* Thorough understanding of recruitment life cycle from sourcing the candidate to submitting the candidate & from Interview Scheduling to on-boarding.
* Experience in working with clients like TCS , Genpact , Cognizant for contract and Fulltime positions both.
* Experience in sourcing candidates through internal and external contacts, referrals, third party, groups and Job Boards like Dice, Monster, LinkedIn etc.
* Extensive experience with one of the best known ATS - JobDiva.
* Meeting the client’s requirement and giving the quality submissions has been the prime target ever.
* Good understanding in analyzing the candidate’s profile.
* Experience in working with US Citizens, Green Card holder, TN Visa, H1B, H4 -EAD, OPT – EAD, GC – EAD etc.
* Responsible to work on **Contract, Permanent and C2H (Contract to Hire)** position across the United States.
* Involved in all the activities of a Recruitment Cycle right from **Sourcing, Screening, Short listing, Evaluating, Salary Negotiations and Reference Checks**.
* Responsible for full-cycle recruiting: **interview, offer, negotiation and closed candidates** for **assigned requisitions**.
* Validation of resumes for experience and verification of work status.

**Organization: NLB Services**

**Duration: January 2019 – August 2019**

**Designation: Technical Recruiter**

**Client: Infosys / L&T Infotech**

**Responsibilities:**

* Guiding out the colleagues and new joiners in every possible way.
* Recruited consultants with leading IT skills from entry level to senior level positions.
* Worked for different kinds of positions like – Full Stack, Front End, Backend, Project Manager, Java, .Net, AWS, ETL, Tester etc.
* Thorough understanding of recruitment life cycle from sourcing the candidate to submitting the candidate & from Interview Scheduling to on-boarding.
* Experience in working with clients like TCS , Genpact , Cognizant for contract and Fulltime positions both.
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* Responsible for full-cycle recruiting: **interview, offer, negotiation and closed candidates** for **assigned requisitions**.
* Validation of resumes for experience and verification of work status.

**Organization: PDDN.**

**Duration: November 2017 – December 2018**

**Designation: Technical Recruiter**

**Client: Visionet Systems / Cognizant / HCL**

**Responsibilities:**

* Responsible to work on **Contract, Permanent and C2H (Contract to Hire)** position across the United States.
* Involved in all the activities of a Recruitment Cycle right from **Sourcing, Screening, Short listing, Evaluating, Salary Negotiations and Reference Checks**.
* Responsible for full-cycle recruiting: **interview, offer, negotiation and closed candidates** for **assigned requisitions**. I served like Java, UI/UX, .Net, Big Data Hadoop, QA, BA, Full stack, Mean Stack etc.
* Maintaining Daily /weekly/monthly reports of the requirements, submissions and profile status, Interviews, placements.
* Experience in working with US Citizens, Green Card holder, TN Visa, H1B, H4 -EAD, OPT – EAD, GC – EAD etc.
* Sourcing from **Job Portals (Job Diva, Monster, Dice, Career builder),** making job postings on the job portal.
* Validation of resumes for experience and verification of work status.

**Job portals proficiency:**

* Monster
* Carrier Builder
* Tech Fetch
* Dice
* LinkedIn

# Educational Background

**B.Tech (CSE) - 2015**