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Professional Summary

Organized, top performer and goal-driven individual with extensive experience in working with the stakeholders, vendors, technical hierarchy of an organization.

Tech-savvy and a fast learner with innate communication skills and natural curiosity for leadership roles. Looking to utilize my technology and leadership skills in an esteemed organization.

Core Skills

Vendor Management, Strategic Planning & Analysis, Team-management, Analytical and problem-solving abilities, Requirement Gathering, Strategic Sourcing, Client Relations, Negotiation, Risk Management, Data/Process Flow Diagram, Data Dictionary, User Stories, Microsoft Office – Excel, Word, PowerPoint, Agile Methodology, MS Project, Tableau, SQL, Python

Education

Chandigarh University, Mohali, Punjab, 2019

Bachelor of Engineering, Information Technology

Course of Study: Windows, SDLC, C++, Python, SQL, Networking & Security, HTML, CSS & JavaScript

Licenses & Certifications

- Microsoft Technology Associate, Networking and Security Professional, Microsoft
- Lean Six Sigma White Belt Certified, Management and Strategy Institute
- Learning Power BI, Coursera

Professional Experience:

MedTourEasy

Oct 2020 to Present

Business Analyst (Internship)

- Creating a detailed business analysis, outlining problems, opportunities and solutions for a business and Supported the Project Implementation and reporting using various tools and services.
Tool Used: Tableau BI, SQL

Deloitte

Sept 2020-Aug 2020

Technology Consultant (Internship)

Project: Worked for an Internal Financial Client to establish an online banking solution.

Responsibilities:

- Worked on Constructing Technology Strategy, Enterprise architecture, Sourcing & vendor management its Optimization and Delivery
- As a part of Technology Strategy & Innovation,
 - Performed Client Discovery
 - Design a Business Case with considerations For Mobilisation
- As a part of Optimisation & Delivery:
 - Designed project approach, conducted a market scan along with further analysis & solution, and implementing Cloud Engineering techniques to the derived solutions

Mastech Digital, Noida

July 2019 – Nov 2020

Information Technology Technical Recruiter/Consultant

Clients : Blue Cross Blue Shield, CGI, PNC bank, ArcelorMittal, HCSC, Fannie Mae

Responsibilities:

- Extensively worked with H1 transfer Process and GC filing process

- Working directly with Clients and stakeholders to elicit their feedback on current process and job requirements.
- Communicate with clients and vendors to identify and analyze requirements and its timeframe.
- Prepared Custom Interviews for different skills sets to Screen Candidates.
- Performed sourcing activities to identify and attract candidates through cold calling, online/in-house database and applicant tracking system, social media, Boolean search, complex internet search, etc.
- Coordinated with internal/external stakeholders and initiated measures to understand their Job requirements for delivering effective result
- Analyzed Client requirements, performed impact analysis and generated Client requirements documents, job description as needed.
- Tools used: LinkedIn Talent Solutions, Monster, CareerBuilder, Dice, Interview Mocha, ATS: Bullhorn

Achievement:

Supported a major financial client worth \$14.3 Billion which was about to close business with us and made our firm stand in top 5 promising vendors for supply.

Eteam Inc, Ahmedabad

Jan 2019 – June 2019

Associate Information Technology Technical Recruiter

Clients: Morgan Stanley, Master Card, TIAA CREF, Lincoln Financial Group, Monsanto, Genpact.

Responsibilities:

- Recruited consultants for Client-industries such as: Banking, Financial Services, Insurance, Telecom, Wireless, etc.
- Understanding the client's requirements, coordinating for short listing and screening including preliminary interview of the candidates for strategic sourcing and process implementation.
- Evaluates applicants by discussing job requirements and applicant qualifications with managers and interviewing applicants on a consistent set of qualifications.
- Tools used: LinkedIn Talent Solutions, Monster, CareerBuilder, Dice, ATS: Jobdiva

Achievement

Best Employee Maximum Margin by Eteam Inc.

-Achieved 250% of defined target in due time frame and contributed to sales and growth of our division

Volunteer Experience

- National Service Scheme, Student Coordinator
- Mozilla Firefox, Student Ambassador

Personal information

- **Status:** Single
- **Date of Birth:** 13/08/1996
- **Interests:** Fitness, Cooking, Film Making, Travelling and Podcast
- **Languages:** English, Hindi, Nagpuri

References available upon request.