

SAURABH AGARWAL | CELL: +91-874-585-0327 |  
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#### SUMMARY:

- Holding 5+ years of experience specializing in all aspects of recruiting and sourcing methodologies.
- Possess extensive experience in full cycle recruiting, managing customer relationships, understanding the client's business needs and delivering timely results.
- Expert in sourcing and screening qualified candidates, interviewing, identifying talent and managing the hiring process.
- Possess excellent technical skills and great understanding of client's requirement.
- Effective in building positive relationships with personnel at all levels within the company and providing the highest level of service to meet the strategic needs of the organization.
- Excellent communication, strategy, sourcing and negotiation skills with a proven track record of excellence in the placement process.

#### AREAS OF EXPERTISE INCLUDE:

- Recruiting/Staffing Strategic Planning Client Relations Analytical Skills Planning/Negotiation Planning/Coordinating Placement Self-Starter Problem Solving Organizational Skills Lead Generation Presentation Skills Goal Setting Interpersonal Skills & Customer support.
- Excellent in Self Sourcing instead of taking profiles from Consultants.
- Track record of placing candidates with different technology skill set.
- Participated in promoting recruiting programs and assisting field managers with recruitment.
- Possess business poise and personality needed to communicate effectively on all business levels as well as thrive on pressure and decision-making.
- Communicated well with higher officials efficiently.
- Possess a good sense of humor and have a team mentality.
- Supported the day-to-day business activities.

#### ATS AND JOB BOARDS:

Jobdiva ,monster,dice,careerbuilder

#### EDUCATION:

- MCA (2009-2012), NMIMS University, Mumbai
- BCA (2006-2009), CSJM University, Kanpur
- 12<sup>th</sup> (2006) SMICE, CBSE Board, Etawah
- 10<sup>th</sup> (2004) SMICE, CBSE Board, Etawah

#### PROFESSIONAL EXPERIENCE/ ACCOMPLISHMENTS

**MINDTECK INDIA LTD. | RECRUITMENT LEAD, PROFESSIONAL SERVICES**  
**08/2018 TO PRESENT | DELHI NCR**

**Clients: Highmark**

Handling the complete Recruitment Cycle-Sourcing, Searching Jobs, Short-listing profiles, Rate Negotiations, Submissions according to Client Specifications, Follow-ups, Managing References, Interview Co-Ordination and Paper Work (Once Confirmed).

- Working with H1B, Green Card Holder, US Citizen, EAD Candidate, etc. on Tax term – C2C, W2 & 1099 Work Implement in Portals like Dice, Tech Fetch, Monster, others on C2C, W2 & 1099
- Demonstrated excellence in recruiting on several disparate positions simultaneously with proven abilities in quickly understanding new technologies and assessing candidate capabilities.
- High level of proficiency with MS Outlook, Office, MS Word and Excel software. Result oriented and effective communicator with excellent analytical, and presentation skills

**Responsibilities:**

- Managing the full recruitment life cycle for sourcing the best talent.
- Responsible for full-cycle recruiting: interview, offer, negotiation and closed candidates for assigned requisitions.
- Sourcing from Job Portals (Monster, Dice, Career builder), Making job postings on the Job Portal.
- Responsible to work on Permanent & C2H (Contract to Hire) position.
- Responsible for achieving a good conversion ratio of submittals into interview and placement.
- Keeping the update of the candidates and to know the comfort ability and updating/formatting the profile to get shortlisted by the vendors.
- Reaching out for the maximum number of requirements which are open in the market.
- Heads to gather & update on the current status of their requirements.  
Maintaining daily basis client master trackers regarding open positions, JD, rate/salary, status, action, confirmation, feedback etc

**TECH MAHINDRA INDIA PVT LTD | IT RECRUITER/TECHNICAL RECRUITER/TALENT ACQUISITION  
07/2016 TO 08/2018 | NOIDA**

**Clients: T-Mobile, HP, Verizon, MasterCard, Becton & Dickinson****Responsibilities:**

- Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- Executing the entire gamut of a task in recruitment encompassing sourcing, screening, short-listing, selection, initiating background checks, and offer and on boarding process with administrative support from Operations team.
- Conducting preliminary HR round for ensuring fitment and providing the necessary information about the job responsibilities.
- Good exposure in active and passive recruitment, Utilize active searching techniques on different job portals.

- Well versed in submitting profiles on VMS (Vendor Management System) Portal like Field glass.
  - Good exposure on W2 hiring, highly recruited US Citizen, GC for Contract and Contract to hire positions.
  - Strong exposure in US Tax Terms i.e. W2, 1099 and C2C, Full Time Hiring, Contractual Hiring.
  - Working closely with Managers & Sales Leadership team to identify and document their hiring needs.
  - Keeping the update of the candidates and to know the comfort ability and updating/formatting the profile to get shortlisted by the vendors.
  - Reaching out for the maximum number of requirements which are open in the market.
  - Heads to gather & update on the current status of their requirements.
- Maintaining daily basis client master trackers regarding open positions, JD, rate/salary, status, action, confirmation, feedback etc.

**DIVERSE LYNX LLC | TALENT ACQUISITION/HR EXECUTIVE/TECHNICAL RECRUITER**  
**8/2014 TO 05/2016 | NOIDA**

**Clients: TCS**

**Responsibilities:**

- Responsible for the full hiring cycle, including prescreening, coordinate Interviews
- Gather feedback from technical interviewers.
- Job postings
- Create and maintain records of candidates interviewed.
- Understanding project requirements and forming strategies to attract right talent.
- Hands on experience with job sites such as Monster, Naukri.com, Job Diva, LinkedIn etc.
- Proficient at successful sourcing of candidates via Internet sources and online resume database.
- Highly organized and able to manage multiple tasks at once
- Proactively building resume database for upcoming/highly potential requirements.
- Good Team player with Interpersonal, good verbal and oral communication skills in English.
- Work extensively with MS Office tools like Word, Excel, and Outlook.
- Excellent Interpersonal, Convincing, salary Negotiation, Analytical & Problem solving Skills.
- Ability to make sound business decisions
- Successfully meeting all requirement timelines for the different projects.
- Maintenance of daily reports of recruitment activities.
- Plan, develop and drive source/recruitment strategies in consultation with line managers
- Coordinating with the candidates for the interview and selection process
- Screening the candidates
- Going through the interview and the selection process
- Negotiating and joining date and salary
- On boarding the candidates through documentation and making them sure to join on given date.

**Techwire Solutions Inc. | Talent Acquisition/HR Executive/Technical Recruiter**  
**11/2013 to 7/2014 | Noida**

**Clients: Tech Mahindra, Randstad, TCS**

**Responsibilities:**

- As part of the recruitment team primarily interact with Software Developers
- Source, Identify prospective I.T candidates using various job portals etc
- Ensure that the candidates resume appropriately reflects candidate's required experience and perform required checks.
- To conduct initial Interviews by phone to determine the candidates experience and skill levels
- Keep the sourced candidates and sales team informed over the status at all times.
- Negotiate salary with Software developer