**Meghana Malviya**

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**Executive Recruiter & Vendor management**

**Tekfortune Inc.–Indore, Madhya Pradesh - Dec2018 to Present**

Tekfortune is one of the fastest growing staffing consulting firm that understands the core values integral to your business. With 75 years of collective industry experience, for nearly five decades Tekfortune have taken a personalized approach to recruiting and staffing.

**Responsibility:**

* Effectively Delivered Positions with Finance, Healthcare, Insurance, IT and Engineering Domain
* Involved in Full Cycle Technical Recruitment and mentoring new Recruiters for the client specific requirements. In addition to this Maintain drop ratio below 5%;
* Acted as a liaison between Sales and Delivery, process orientation and operations.
* Developed and maintained a network of IT professionals.
* Develop and maintained a solid pipeline of qualified, industry specific candidates resulting in a steady flow of prospective hires.
* Well versed with Companies proprietary tools like Jobdiva (ATS)&KEKA (HR Tool) and utilizes them optimally to get the utmost productivity.
* Strong technical and business functional acumen in understanding of Job specs onskills like Java, Microsoft Technologies, C/C++, Mainframe, Oracle etc.
* Expert in recruitment of IT Professionals at all levels Help Desk, Desktop Support, Customer Service, Admin Assistant, Networking (LAN, WAN, Infrastructure), and Data warehouse/ETL, Developers (.Net, Java, Software), Consultant (Basis, XI, Business Warehouse), Architect, QA, Compliance/Regulatory/Validation, LIMS, Clinical Trials, SAS, Business Analysts, Project Managers, Managers, Directors, Vice President and CIO.
* Responsible for full time/part time /permanent/contract recruitment for clients requiring.
* Evaluated and matched candidate resumes to the client requirements, to determine the best applicant for the job.
* Negotiated wage rates and benefit packages and other terms and conditions of employment with candidates.
* Sourced through job boards such as Indeed, Career Builder, Dice, Monster, Jobdiva and other social mediums such as Linked-In, Glassdoor, GitHub etc.
* Interview and screen candidates through various methods including behavioural, question/answer, face to face and telephone.
* Conduct thorough reference and background checks on all viable candidates.
* Coordinate interviews between managers and qualified candidates and communicate client feedback to candidates.
* Negotiate offers and assist with relocation counselling (if needed)
* Responsible for all types IT and Non IT requirements, maintaining all the client's updates, maintaining Excel sheet with all the information and status of requirements.
* Kept up with the trends and innovative recruiting techniques in order to be competitive in state-of-the-Art recruiting practices. .,
* Interviewed and evaluated potential candidates for existing job openings.
* Conducting candidate searches, interviews, reference checks and offer negotiations
* Working Closely with Sales associates, business development executives and client to ensure successful delivery and 100% productive results.
* Worked with all tax forms as W2, Corp-Corp and 1099.
* Experienced with various visas as US Citizen, Green card, H1B, TN and EAD’s (OPT, CPT, H4, GC, L2, E3)
* Specialised in vendor management for Corp-Corp requirements.

**Achievement –**

Performer of the Month – April 2019.

**Education –**

Masters in Pharmacology – (Pursuing) 2021 – Oriental University, Indore

Bachelors in Pharmacy –July 2019 – Oriental University, Indore