

#### **RESUME**

#### **ROHIT PRADHAN Correspondence Address:**

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Passionate US IT/ NON IT Recruiter with successful 10+ proven years of work Experience with US Recruitment & Staffing Industry and with International BPO(s).

7 Years with International BPO and from past 3+ years till date working as US IT/ NON IT Recruiter.

**Work Experience:**

**E-solutionsinc**

**Sr. US IT/ Non IT Recruiter**

**May 2019 till date**

* Hiring and recruitment of IT professionals for junior, mid-level & senior level for US Market.
* Involved in end-to-end recruitment; sourcing, qualifying, interviewing and salary negotiations.
* Maintained databases for easy tracking of applicants and their technical skills.
* Extensive knowledge of using Boolean search on portals Monster.com, Dice, Career Builder and LinkedIn.
* Worked for employment terms W2/C2C /1099 and Full Time.
* Business Development, continuous follow up with the clients and consultants.
* Builds a qualified talent pipeline and maintains relationships with key vendors and consultants.

Advertisement/ Promotion activities on internet

* Training new recruits and fresher.

**Quantum World Tele Services Pvt. Ltd.**

**Sr. US IT/ Non IT Recruiter**

**19-Nov-2018 till May 2019**

* Hiring and recruitment of IT professionals for junior, mid-level & senior level for US Market.
* Involved in end-to-end recruitment; sourcing, qualifying, interviewing and salary negotiations.
* Maintained databases for easy tracking of applicants and their technical skills.
* Extensive knowledge of using Boolean search on portals Monster.com, Dice, Career Builder and LinkedIn.
* Worked for employment terms W2/C2C /1099 and Full Time.
* Business Development, continuous follow up with the clients and consultants.
* Builds a qualified talent pipeline and maintains relationships with key vendors and consultants.

Advertisement/ Promotion activities on internet

* Training new recruits and fresher.

**Nivicorp – Nivi Recruitment Pvt Ltd.**

**Sr. IT/ Non IT Recruiter**

**19-Feb-2018 till 31-August-2018**

* Recruitment of IT & Non-IT professionals for junior, mid-level & senior level for domestic Market.
* Involved in end-to-end recruitment; sourcing, qualifying, interviewing and salary negotiations.
* Maintained databases for easy tracking of applicants and their technical skills.
* Extensive knowledge of using Boolean search on portals Monster.com and LinkedIn.

**Cardinal Technology Solutions**

**Sr. US IT/ Non IT Recruiter**

**11-Sep 2017 to 31-Nov-2017**

* Hiring and recruitment of IT professionals for junior, mid-level & senior level for US Market.
* Involved in end-to-end recruitment; sourcing, qualifying, interviewing and salary negotiations.
* Maintained databases for easy tracking of applicants and their technical skills.
* Extensive knowledge of using Boolean search on portals Monster.com, Dice, Career Builder and LinkedIn.
* Worked for employment terms W2/C2C /1099 and Full Time.
* Business Development, continuous follow up with the clients and consultants.
* Builds a qualified talent pipeline and maintains relationships with key vendors and consultants.
* Advertisement/ Promotion activities on internet.

**Vbeyond Corporation**

**Sr. US IT/ Non IT Recruiter**

**Oct 2016 to July 2017**

* Hiring and recruitment of IT professionals for junior, mid-level & senior level for US Market.
* Involved in end-to-end recruitment; sourcing, qualifying, interviewing and salary negotiations.
* Maintained databases for easy tracking of applicants and their technical skills.
* Extensive knowledge of using Boolean search on portals Monster.com, Dice, Career Builder LinkedIn and Virat (Vbeyond internal resume database)
* Good knowledge and understanding of employment terms W2/C2C /1099 and Full Time.
* Business Development, continuous follow up with the clients and consultants.
* Builds a qualified talent pipeline and maintains relationships with key vendors and consultants.
* Advertisement/ Promotion activities on internet.

**Exl BPO**

**Sr.Associate**

**17-September2012 to 23-September-2016**

**Process Ace Insurance (UK Voice Process)**

* Business Development with new insurance brokers through Power point presentation, Webex Session, bridge call.
* Analysis of new and old requirement of the client and promote insurance product accordingly.
* Closely associated with underwriters (on shore) to waive off or add any rider(s) in the policy.
* Compilation and recompilation of Account using Genius(Dos Based Application)
* Journal transfer and applying unallocated and unapplied cash to the correct policy and broker A/c.
* Broker Account set up.
* On line activation of brokers and distributing products to them with login credentials
* Resolving broker issues related to login credentials, premium and commission, related queries
* Reminding brokers regarding the renewal of the policy and follow up for due premium.
* Renewing or Lapsing the policy as per the instruction from broker
* Making payments to broker in case of discrepancy in commission or extra payment made by the broker.
* Premium Settlement.

**Process British Gas Business (UK Voice Process B2B)**

* Business development
* Customer Retention and lead generation.
* Outbound First Party utility(electricity/gas) bill collection process
* Resolving complaint and queries
* Tracking defaulters and recovery of unpaid bills
* Amending bills and promoting products
* Chasing customers for due bills and bad debt
* Sending final notice and disconnection of utility services in case of nonpayment of bill
* Developing and Liaising between the local third party debt collecting agencies and vendors for recovery of bad debts.

**Wipro BPO**

**Sr. Associate(UK/ US Voice Process)**

**12-August-2011 to 20-August-2012**

* Troubleshooting related to broadband issues
* Router Configuration
* Booking on site engineers in case of unresolved issue.
* Promoting new products
* Customer Retention
* Second Level Complaint resolution

**TATA BP SOLAR INDIA LTD:**

**Assistant Executive**

**19-March-2009 to 30-August-2010**

* Commercial Logistics and Ware House
* Business & Vendor Development
* Office & Stock Management
* Invoicing & Site Supervision

**Skills**

• Recruitment and Staffing

• Sourcing Resumes and Profiles by matching candidates with client requirements

• Boolean Search

• LinkedIn Search, Open Google search, Github, Facebook, Instagram Search

• Vendor and Consultant Management

• Job Portal Search (Dice, Monster, Carrierbuilder,)

• Ceipal and other ATS

• Communication and Negotiation

• Great Customer Service

* Complaint handling
* Customer Retention
* Grievance Handling
* Conducting interviews
* Conducting skills tests
* Reference checks
* Background investigations
* Handling negotiations on rates / salary with consultants and vendors
* Handling any resource delivery related issues
* Managing contracts and negotiations

**Education**

* Master’s of Business Administration from

Lal Bahadur Shastri Institute of Management and Development Studies, Lucknow. Affiliated from UPTU- Lucknow, Uttar Pradesh July 2005

* Bachelor’s in Science from

Shia P.G. College, Lucknow , Affiliated from Universityof Lucknow – Lucknow, Uttar Pradesh

July 2002

* Diploma in Proficiency in French from

Central Institute of English and Foreign Languages, Hyderabad. – Lucknow, Uttar Pradesh

November 2002

* Diploma in Computer Science from UPTU – Lucknow, Uttar Pradesh July 1999
* Intermediate (I.S.C.E.) in Science from St. Fidelis College – Lucknow, Uttar Pradesh July 1998
* High school (I.C.S.E.) in Science St. Fidelis College – Lucknow, Uttar Pradesh July 1996

**Hobbies:**

To play guitar and mandolin