**Objective:**

Desire an US IT Recruitment position to put my experience and knowledge of negotiation, Recruitment skills use at esteemed company.

**Summary:**

* Dynamic and result-oriented individual with **7+ years** of HR experience, having an exposure in complete Talent Acquisition life cycle including Manpower Planning, Sourcing, Screening, Salary Negotiations and Offer Letter Roll out;focused on placement of **Software Engineers/Architects (Distributed and Mainframe), Database Architects/Developers/Administrators, Network/System/Security Engineers, Web Developers, Quality Assurance/Test Engineers, Technical Program/Product/Project Managers, Development Managers and Business Analysts**
* Strong experience and proven track record in end to end IT **Recruitment**.
* Hands on experience with different job portals like**Job Diva, Dice, Techfetch, Naukri, Monster, Career builder**, etc.
* Leadership skills with a demonstrated ability to influence different styles.
* Worked closely with Upper Management to ensure timely closure of positions.
* Strong willed, decisive, a fast learner and able to effect changes fast
* Self-motivated and independent.
* Ability to multi-task and attention to detail
* Ability to work independently and employ effective organizational and time management skills
* Wide array of work exposure on ATS Like Job Diva, Ceipal and knowledge level exposure on **Salesforce**
* Experience Working On **Direct Client, MSP/VMS, Implementing Partners**
* Domain: **Pharma, Telecom, Healthcare, BFSI (Banking, Finance, Insurance)**
* **Worked on Full time Requirement's, Contracts (W2/C2C/1099)**

**Implementing Partners:** UST Global, TCS, Birlasoft, CAI, WIPRO, INFY, CTS, Xavient

**VMS:** IQ Navigator, Procurestaff, BD, GBAMS ETC

**Direct Client:** Ameriprise Financial, EBAY, Fairview, Cox Comm. Etc

**ATS:** Ceipal, Job Diva, Salesforce, Etc

**Job Portal:** CB, Dice, Monster, TechFetch, Job Diva, Etc

**Specialization**

✓      Client’s Interaction

✓      Human Resource Activities

✓      Salary Negotiations

✓      Advanced Internet Recruiting Techniques. Boolean Search Master

✓      Employee Relations, Vendor Relations, Resource management.

**Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Organization Name** | **Designation** | **Duration** |
| **1** | **NLB Services, Noida** | **Team Leader- Recruitment** | **July 2019- Present** |
| **2** | **E-Solutions Pvt LTD, Noida** | **Lead Recruiter** | **Sept 2018 –Mar 2019** |
| **3** | **Diverse Lynx Pvt. Ltd, Noida** | **Sr. Technical Recruiter** | **Apr 2015-March 2017** |
| **4** | **Select Source International, Gurgaon** | **Sr. Technical Recruiter** | **Jan 2013-Oct 2014** |
| **5** | **Artech Information Systems. Noida** | **Sr. Executive-Human Resource** | **Sept 2011 -Dec 2012** |
| **6** | **WIPRO BPO(A division of WIPRO LTD), Navi Mumbai** | **Executive** - **Microsoft Exchange Support process** | **Apr2009- Sept 2011** |

**Roles & Responsibilities:**

* Support the entire recruitment life cycle by creating Job Descriptions, Job Postings on Job Portals, Sourcing & Screening of CVs, setting up interviews, conduct background checks, negotiate salary and roll outOffer Letters and follow up with candidates till joining.
* **Hiring for multiple technologies like DOT NET, Oracle, Java, Project Manager, Dev-Ops, Mainframe, Front End Developer, Testing, etc**.
* Experienced working on tax terms like **W2, C2C, 1099**
* Recruited for various IT &Non IT Professionals like**Program/Project Manager, Business/Requirements Analyst, Network Engineer, System Engineer, Developer/Programmer, QA Tester, Technical Writer/Editor, DBA, J2EE Developer/Architect, .NET/C# Developer, System/Data Analyst, Helpdesk/Desktop Engineer, Developers/Administrator**, etc.
* Screening - Taking preliminary interviews to ascertain candidate's competencies, skills and, aspirations (based on work, position, salary and relocation etc.).
* Managing a team of recruiters, gathering & assigning requirements, training and validating their calls.
* Negotiate and extend offers with a proven track record of closing talent in a highly competitive marketplace
* Responsible for preparing candidates for interviews, conduct background and reference checks through a structured process; employee relations like candidate communication, new hire orientations, and employee counseling.
* Inform applicants of job duties and responsibilities, compensation and benefits, work schedules and working conditions, company policies, promotional opportunities and other related information.
* Ability to handle volume hiring in a fast paced, structured environment, adhering to strict deadlines.
* Work closely with Upper Management to ensure timely filling of positions
* Fostered solid relationships internally and externally to identify strategic hiring opportunities
* Exposure of working on multiple Job Portals such as **job Diva, monster, Dice, Career Builder,** etc.
* Worked on various types of positions like Contracts, Contract to hire, Permanent,etc.
* **Wide array of Exposure working on ATS Like Job Diva, Ceipal and knowledge level on Salesforce**
* Maintain all documentation (HRMIS & other trackers) to track information and hiring metrics using various software and other reporting tools

**Education:**

* Bachelor of Science (Industrial Chemistry), Jiwaji University, April 2008
* Senior School Certificate Examination, Class XII, National Convent Higher Secondary School (MP Board), June 2004
* Secondary School Examination, Class X, Vidhya Niket (CBSE Board), May 2002

**Trainings:**

* Microsoft Exchange Server 2003, 2007 & Active Directory from WIPRO-Mumbai
* MCSA 2003 from Karrox Institute- Mumbai
* HCM (Human Capital Management) from Reliable Institute, Delhi
* SAP HCM from Webcom Technologies, Delhi