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SUMMARY

Overall 9+ yrs. of Exp in US STAFFING

Involved in the full life cycle of Recruitment.

Sourcing, Screening, Short listing and interviewing consultant based on Client Requirement. Analyzing requirements and Searching profiles in the internal Database, personal database, third party vendor's hotlists, employee referral programs, mass e-mailing & on different job portals like, Dice, Monster, Tech Fetch, Monster, Carrier Builder, Job Diva, LinkedIn, to source active and passive candidates for contract, contract-to-hire, Full time, etc. (tax terms c2c, w2,1099)

Mined, screened, interviewed and hired candidates that met/exceeded the core competencies' of the position, and that was also a cultural fit within the organization.

Performing the entire staffing function from candidate generation to offer negotiation for numerous technical requisitions.

Performing Reference checks and pre screening / interviewing candidates for hiring managers. Coordination of Internal Recruitments/Onboard consultants/H1 Transfers/ H1/ green card processing.

Maintaining good relationships with Consultants and Sub Contractors.
Trained and mentored other recruiters.

Excellent networking skills to obtain referrals for current and future openings
Utilize 3rd party vendor relationships as needed for strategic and niche types of skill sets.

Responsible for sourcing candidates through referrals and networking
Coordinate with the operations to keep updated on current and future hiring and business needs at Diverse by utilizing technical knowledge of the IT field to match HR and IT needs of the company and specific projects with specific technical requirements of candidates.

Developed recruiting strategies to identify qualified candidates for customer requisitions by using various recruiting tools.

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EDUCATION:

B.SC in Tourism Airlines and Hospitality Management from Institute of Tourism and Future Management Trends Chandigarh (www.itftindia.com) (PTU JALANDHAR)

Note: Met with an accident in 2015 April at RajGhat on bike and Taken almost 3 years to Recover so 3 yrs Gap from 2015 April - JAN 2018.Below are Details .

Work Experience

Worked as Sr. Talent Acquisition Executive for Direct Clients like

Bank of America, Credit Susie, Con Edison, All State insurance, Propeller, NYSE, University of NY for OM TAT Solutions PVT LTD From July 2021 till Jan 2022 (WFH)

ATS :: QERP www.otssolutions.com

Worked as a **Freelance US IT Recruiter (USA Staffing)** for almost 40 States but I'm **handling only IT Requisitions NOT Non IT requisitions For Sate Clients only** July 2020 till June 2021 For **Rose International, Inc.**

Software used in the past to recruit candidates.

ATS Q PRO (Q Compass)

FortiClient

Avaya for Calling

Duties

Getting requirements from Account Managers For almost all State Govt Clients of US

Direct Requisitions on w2

Portals Using Monster Dice, CB, Job Diva

Requisitions and Visas: w2,c2c,cth,full time.

Visa :w2 ,GC ,c2c,h4EAD GC EAD OPT H1B B1 B2 (Almost all)

1.Worked working in Epik solutions as Sr Talent acquisition (Us IT Recruiter) for 7 States of Us From (Nov 18-Jan 2020)

Handling Requisitions of **State of OR and GA** and also **Corp to Corp Requirements** From Different Implementation Partners like **TCS,HCL America, Wipro ,Tech M But 90% State Clients on w2**

Software using for State (covendis, people fluent: vector vms)

Internal: ceipal (ATS)

2.Worked in Saver Solutions pvt ltd (Chandigarh)Jan 2018 Till the night process Closed

Working for Direct Clients requirements basically **Full Time(w2)**

Working for State Roles (**full time/cth/c2c**) **January 2018)**

3 Vision Infosystems Pvt ltd 106 Sector 63 Noida March 2015 to April 2015

Worked as **a Team lead** and worked only for one month and met with an accident and taken 3 Years to recover and Joined Savera Solutions I mentioned in above.

Sr Technical recruiter - Client Engagement and Delivery(Diverse Lynx

October 2014 –2015Noida Area, India

Was Only dealing with TCS Accounts,.

Searched the resumes of the consultants from the job portals like DICE, Corp-Corp and Monster. Performed talent acquisition for full time and contract positions.

Source the candidates from Database on 1st priority and then search for alternatives the job portals as the turnaround time used to be very quick.

Dynamic sister concern of Head field March 2013 - September 2014)

Was merely dealing with TCS, HCL, Tech Mahindra and HP requirements.

Searched the resumes of the consultants from the job portals like DICE, Corp-Corp and Monster.

Performed talent acquisition for full time and contract positions.

Source the candidates from Database on 1st priority and then search for alternatives thru the job portals as the turnaround time used to be very quick.

Build up my own vendor Database for the H1B, Green Card, EAD and US citizens submissions and storing in centralized DB application.

Sourcing and submitting the qualified candidates using the internal database, Dice, Monster, Corp-Corp and also LinkedIn, Google groups, online sources.

Follow up with interview status to consultants and keep track on the hiring process like sending on-boarding doc

Worked in Diverse lynx a Tech Recruiter (US Staffing For TCS accounts) Sector16 Logix park Noida from June 2012 to April 2013 (www.diverselynx.com)
Diverse Lynx LLC

Was Only dealing with TCS Accounts,.

Searched the resumes of the consultants from the job portals like DICE, Corp-Corp and Monster. Performed talent acquisition for full time and contract positions.

Source the candidates from Database on 1st priority and then search for alternatives the job portals as the turnaround time used to be very quick.

7: Worked as a Tech recruiter (US Staffing with ONS Interactive Solutions put ltd Sector 6 Noida (July 2011 to May 2012).

ONS Interactive Solutions PVT. LTD

Responsibilities:

- **Handling Direct client Requirements. Tech, HCL AMERICA, WIPRO AMERICA, Credit Susie, Infosys, Accenture and other implementation partners.**
- **Worked for Contract, Full time, Contract to hire, for Reds like Java, .NET, ERP'S LIKE SAP, Peoplesoft, Hyperion, and many more.**

FCS SOFTWARE SOLUTIONS www.fcsltd.com (1st April 07 to FEB 09)
IT Park. Chandigarh
Role: Technical Resource Specialist (US Staffing)



- Recruiter driven environment managing full cycle recruiting activities to include; Posting positions, prescreening & interviewing candidates, obtaining leads and reference checking, client interview arrangements, closing and offer preparation.
- Recruited and placed multi-level technology resources with several Fortune 500 clients in Energy, Financial, Telecom etc Industries.
- Generated new leads, which facilitated the penetration of new as well as current accounts.
- Maintained relationships with consultants at several Fortune 500 clients as well as building a network or potential qualified consultants for future opportunities and maintaining relationships with vendors.
- Responsible for placement of Technical Professional into both contract and permanent employment opportunities.
- Personable, easy going, creative, flexible, professional, team player, can do attitude, and ability to work independently in a technically challenging, fast paced environment.

- Worked with hiring managers on all staffing related issues, such as recruitment, selection of candidates, offers, salary negotiation, interview techniques and closing candidates.
- Recruited for all levels of candidates, from Developers to Project Managers.
- Pro-actively source, qualify and submit talented technical individuals for current and future job openings.
- Conducts phone interviews to gather pertinent information from candidates which includes job location, compensation, availability, relocation issues, and skill set proficiencies for contract or permanent positions.
- Conducts phone interviews of qualified candidates and reviews resumes for technical qualifications and experience required for the position.
- Forward the information to the Account Manager that includes: availability, interpersonal skills, attendance, communication skill, and strong points etc.
- Responsible for coordinating client interviews. Informs the qualified candidate of interviewing date, time, contact, directions to client location and any additional information that might be helpful for the candidate.
- Responsible for contacting current consultants once a week or every other week, inquiring about job satisfaction, etc.
- Contact candidates for interviews if available. Maintains candidate profiles in the company's database.
- Writes and places job postings. dice, monster groups & through Internet online recruiting services.
- Develops and maintains a network to assist in identifying and sourcing qualified candidates.
- Performs reference checks and background checks on applicants.
- Responsible for coordinating client interviews. Informs the qualified candidate of interviewing date, time, contact, directions to client location and any additional information that might be helpful for the candidate.
- Worked with multiple H-1 vendors and successfully managed/placed several H-1 candidates.
- Sourced resumes from various resume databases (resources) including but not limited to various job boards. Dice, monster, and internal database, job fairs, employee referrals, and from Internet sources.
- Familiar with all the Tax Terms. (C2C, 1099, W2).
- Maintained targeted number of placements in a month.
- Worked on requirements in technologies like Mainframes, ERPs (, SAP, Oracle Apps, JD Edwards, etc.) and J2EE technologies, Microsoft Technologies, VC++, C++ Unix, Testing, Oracle Database Administrators, Network Administrators, Telecom Professionals, Technical Writers and Testing Tools Technical/Non-Technical Help Desk Professionals.

AREA OF INTEREST:

Recruitment, Customer care, Management, Communicating with people and Administration.

PERSONAL DETAILS:

Full Name: Anuj Budhiraja

Date of birth: 9th October 1985

Languages known: English Hindi Punjabi

Nationality: Indian

Marital status: Single