**Jainam Chapaneri**

**Email:** sonijainam5@gmail.com

**Address:** 302/ Pratistha 20 near CA circle Gulbai Tekra C.G Road, Ahmedabad, 380006

**Contact:** +91 9727960175

**Professional Profile**

Experienced Senior Recruitment Consultant within Staffing/Recruiting Industry, with a track of delivering excellent Client experience. Maintaining Client and Candidate relations on daily basis.

**Education**

Nirman High School

SSC Boards (2015 - 2016)

HSC Boards (2017 – 2018)

L.J University

Bachelors in Computer Applications 2019 – 2021

Masters in Computer Applications 2021-2023 (Currently Pursuing)

**Work Experience**

Atheva

Trainee Recruitment Consultant (July,2020 – October,2020)

* I joined Atheva as a fresher and was trained for making calls to the candidates with that also being familiar with the Job Portals and CRMs for the Healthcare Industry.
* Making cold calls for new registrations for the company.
* Leaving Voicemails.
* Making calls on daily basis for checking the availability of the candidates.
* Discussing the pay rates timings and days of working.
* Approving the timesheets and processing the payments every start of the week.

**Senior Recruitment Consultant** (November,2020 – December,2021)

* I got the opportunity to work as a 360 Recruiter/Business Development.
* Sourcing IT companies and finding the company details and researching about the company.
* Making calls to the HR Managers, Talent Acquisition Managers, Hiring Managers for the vacancies and understanding the requirement of the employer, understanding the role.
* Maintaining Client Relationship and understanding the market needs
* Understanding the Job Descriptions provided by the client by carrying out the keywords, requirements, skills, tools etc.
* Working on Job Portals to find an excellent match for the client.
* Sourcing candidates using keywords, Boolean Search, LinkedIn, Google Advance Search etc.
* Taking the first round of interview of the candidates to match the skillsets and understanding their interest

**Skills:**

• Strong communication

• Multitasking

• Negotiating Skills

• C Language

• HTML-5, CSS

• Professional Emails

• Excel Sheets

• Boolean Search

• Google Advance Search

• Quick Decision Maker

**Hobbies:**

Animation & VFX

Website Development

Snooker