**Vineet Kumar**

**Location: Sector 25, Chandigarh, 160015**

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**Objective:**

Highly motivated, charismatic, dependable individual with extensive experience within Talent Acquisition, Recruiting and Customer service to provide my intellect and display my leadership ability. I come with an abundance of knowledge around the recruiting and talent acquisition process and would be fully prepared to handle your full cycle recruiting and talent sourcing demands. Seeking a position as a Lead Recruiter to utilize my skills and professional strengths in a renowned organization.

**Experience Summary:**

* Overall 5 years of experience as a result driven and diligent HR professional and has proficient knowledge of both Resource Management and Pharma/Scientific Recruitment.
* **Managed hiring for multinational companies such as: Abbott, Abbvie, Astellas, Baxter, Takeda, Pfizer, Merck, AstraZeneca, BMS, Celgene, Shire, Boston Medical, Amgen etc.**
* Supported common domains in Life Sciences industries which includes but not limited to Clinical Research Operations (**CRAs, PMs, CRCs, CTAs, CSAs, Pharmacoepidemiologist, Medical Writers etc), Regulatory Affairs (CMC, Labeling, Publishing etc.), Pharmacovigilance (PV Scientists, Physicians, Nurses (RN), MDs, Safety Writers etc.), Professional Services (Financial Professionals, Instructional Designers, Training, PMs etc.)** and many others for Fortune 500 Life Sciences companies.
* **Handling team of 5 Recruiters**, Providing training about how to be sure to practice and maintain a level of poise and professionalism during the call, making sure to actually listen to the candidate’s preferences and determine how to best address them, also Coaching the team and discussing the worst-case scenario, laying special emphasis on active listening, building trust, establishing rapport and demonstrating concern to what the candidate says.
* Very good knowledge of various Clinical and Scientific positions for recruitment purpose.
* Proficient in sourcing, screening, searching matching profiles, preliminary verification and interviews, coordinating end to end hiring tasks with all key stakeholders.
* Well versed with the soft skills including communication and team building activities
* Strong interpersonal traits including confidence, responsiveness, flexibility, initiative and decision-making ability
* Proficient as working independently and as a team member
* Ability to interact with many levels of personnel and work well under pressure
* At Current employer awarded with certificate of "Excellency at Work" and "Best Performer".
* Sourcing active and passive candidates through creative search strategies including: networking, cold calling, on-line databases, employee referrals, LinkedIn, etc.

**Education:**

Bachelors of Technology, (B.Tech) Mechanical (75%), Punjab Technical University, 2013

Senior secondary, CBSE (Non-Medical), 2009

**Professional Experience:**

 **(Talent Acquisition Consultant) Sr. Recruiter/ Process Coach**

**Spectraforce Technologies, Apr 2019 – Present**

* Promoted from Recruiter to Sr. Recruiter.
* Trained/delegated work to new staff; (Jr. Recruiter/Recruiter), and assisted them in managing the overall candidate recruiting process.
* Attended Client calls for the active Job openings, and discussing the hiring requirements with the hiring Managers.
* Full-cycle recruitment/sourcing for senior level clinical positions, case managers, research, sales/marketing for infusion group, project managers and business analysts.
* Supported common domains in Life Sciences industries which includes but not limited to Clinical Research Operations (**CRAs, PMs, CRCs, CTAs, CSAs, Pharmacoepidemiologist, Medical Writers etc), Regulatory Affairs (CMC, Labeling, Publishing etc.), Pharmacovigilance (PV Scientists, Physicians, MDs, Safety Writers etc.), Professional Services (Financial Professionals, Instructional Designers, Training, PMs etc.)** and many others for Fortune 500 Life Sciences companies.
* Managed the full-cycle recruitment process with designated business units.
* Recruiting for approximately 50 to 70 various administrative and clinical positions for multiple locations.
* Screen, interview and generate **salary quotes** for qualified candidates.
* Successfully build and maintain partnerships with the hiring managers to find the best skilled and qualified candidates for their programs.
* Filled over 250 requisitions both administrative and clinical.
* Manage temporary sourcing consultants.
* Manage social media posts such a LinkedIn for Thresholds and send out weekly email to all staff regarding current job opportunities.

**Process Coach**

* Handling team of 5 Recruiters, providing training about how to be sure to practice and maintain a level of poise and professionalism during the calls.
* Training team about how to build Human connects with the candidates and take best calls, making sure to actually listen to the candidate’s preferences and determine how to best address them.
* Providing training over the ways of adding a testing layer to the process so as to weed out those candidates who are not really interested in behavioural screening, also how to screen the candidates more efficiently for aptitude and personality and assess whether a candidate is likely to stay in the role and fit in with the position requirements and company culture.
* Discussed challenges faced while talking to candidates with different attitude, coaching them over the ways to interact with such candidates, so as to build bridges to trust, respect, and understanding.
* Coaching the team and discussing the worst-case scenario, laying special emphasis on active listening, building trust, establishing rapport and demonstrating concern to what the candidate says.

**(Talent Acquisition Specialist) Recruiter**

**Spectraforce Technologies, Oct 2017 – Apr 2019**

* Perform full cycle recruitment for various clinical and non-clinical roles (perform intake, source, screen, short list candidates, present candidates to managers, coordinate interviews, present offers and initiate onboarding
* Recruiter for all permanent and temporary, Clinical Medical Professional, Administrative and Corporate Executive positions covering staffing needs
* Proactively source for highly-qualified candidates using advanced search techniques, online networking sites, job boards and candidate referrals
* Sourcing via LinkedIn Recruiter, Career Builder, Monster, Indeed and Internal Database
* Created and restructured job descriptions.
* Responsible for high-volume, full-cycle recruitment activities including sourcing, applicant screening and recommendation to hiring Managers.
* Effectively sourced, screened and presented technical candidates for finance, marketing, fulfillment, technical support and professional services positions located domestically as well as remote.
* Developed recruitment strategies to source top candidates for nonexempt roles.
* Develop and execute tactical sourcing strategies to generate candidate flow and establish talent pipelines for recurring and future roles.
* Develop relationships with potential candidates, building a network for current and future needs, as well as securing referrals from candidates’ networks. Manage candidate experience to ensure positive interactions throughout the process.

**Sr. Analyst**

**Eclerx Services Limited, Nov 2013- Apr 2017**

* Troubleshoot Internet equipment from about 40 customers a day.
* Submitting tickets to Dispatch department, to resolve intermittent connection issues, slow speed, and offline equipment, to perform new installations.
* Provide support for Spectrum TV app also assists the customer with the installation process. (Streaming application).
* Used of RIO. A software that allow agents to perform troubleshooting, verify signal ranges, online nodes and homes, determine if a location is under an outage.
* Utilize remote access to customer’s equipment to perform configurations, such as: security settings, change network credentials, scan for interference, change traffic channels, port forwarding, parental control.
* Provide high speed customers with proficient technical support for their internet service, cable TV and telephony via calls
* Assist between 60 and 80 customers per day. This number increases during outages
* Troubleshoot issues with customer’s equipment (e.g. cable box, DVR, remote, Android devices, modems)
* Successfully meet or exceed Time Warner Cable’s call handle requirements as measured by periodic call monitoring and individual call statistics
* Set up schedule for dispatch of local Technicians.
* Troubleshoot and assists customers with High Speed Internet. Be able to diagnose and resolve issues that may affect customer’s computers.