



# CURRICULUM VITAE

# KRUNAL MISTRY

## PROFILE

Krunal has proven experience of 4.6+ years in recruiting IT Professionals (US Staffing).

Find Great people and find them great careers. This all starts with a conversation.

Along the way we'll find it together and uncover their values, personal aspirations, and next career move. And if we don't, well then, we keep the conversation going, because i want to get them there.

Data driven and an insightful recruiter who is passionate about growing teams and dreams.

From private start-ups to public fortune 500 companies, I've grown my skills in full-cycle recruiting, strategic sourcing, data analytics, and team management.

Passionate about connecting individuals to opportunities, with the intent of building lasting positive changes in people's lives.

## CONTACT



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## EXPERIENCE

**Alois Staffing** – Vadodara, GJ Sep 2018 – Oct 2020

IT Recruiter

2 years 3 months

**Prokatchers LLC** – Vadodara, GJ Apr 2016 – Aug 2018

Technical Recruiter

2 years 5 months

**IOCL (Contract)** – Oct 2014 – Aug 2015

Plant Supervisor

11 Months

## Honors & Awards

**Stand Out Performance - Recruitment Feb 2020**

**Stand Out Performance - Recruitment - Year 2019**

**Performer of the month - Nov 2019**

**Runners up of the month Aug 2019**

**Performer of the month Mar 2019**

**Making in Recruitment - Year 2018**

## EDUCATION & Training/Certification

GSEB – Satyanarayana Vidhyalay

SSC – 71.08%

Sigma institutes of engineering & Technologies

DEE – 2014

6.01 CGPA

Industrial Training & project

Indian Oil Corporation LTD, Gujarat Refinery, Vadodara

Jul 2012 – Aug 2012

## Summary

He sells career & growth to the candidates matching them to the right opportunities and similarly helps business to find the right candidate for its growth. With mentoring and coaching as one of his passion, he keeps exploring new technologies and platform to groom team with latest work trends to find niche talent.

With a focus on managing and recruiting talent for the highly regulated IT / Non IT/ Gaming/ Industries, He has helped some IT giants to grow their business hiring.

Expertise in filling IT openings ranging from .NET, Java, C/C++, Game, Android/iOS, Big Data / Database Developers, SDET/STE/QA, PM/BA and other open stack technologies.

Used various job portals (monster, dice, career builder and Indeed) and ATS (Applicant Tracking System) such as Job Diva) and extensively used LinkedIn Recruiter.

Mentoring 2-3 recruiters and help them with Boolean string, LinkedIn training, requisition understanding, closing offers and achieving individual KRA's and KPI's.

Well versed with all US work authorizations and various process associated within.

Knowledgeable in most IT Technologies involving combination of complex skill sets and niche technologies.

Involved in full cycle recruitment involving sourcing, identifying, and interviewing, screening and placing personnel in quick turnaround time in contract, contract-to- hire positions.

Experience in performing needs analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking, negotiating, making offers and closing candidates that can help actualize corporate missions.

Effectively recruited candidates through Internet research, internal database, referrals, and other strategies.

Understanding the client requirements, coordinating for short listing and screening including preliminary interview of the candidates.

## Skills & Technologies

MS Office	Account Management
IT Recruitment	Multimedia
Information technology	Strategy
Benefits Negotiation	Team management
Contract Recruitment	Networking
Vendor Management	Talent Acquisition
Sourcing	Corp to corp
End to end Recruitment	W2
Negotiation	C2H
Interviewing	
Skype/WebEx screening	
Technical Screening	

## Job portals & ATS

Indeed  
Monster  
Career Builder  
Dice  
Ladders  
LinkedIn Professional for recruitment  
JobDiva  
Ceipal

## Alois Staffing IT Recruiter

Sep 2018 – Oct 2020

Responsible for Handling Technical IT positions for an implementation partner and direct clients  
Partner with Account Managers on a daily conference call to determine upcoming positions and make various strategies to fill the active positions and share challenges that I come across while working on existing positions.  
Know and abide by the full life cycle of recruitment and best practices.  
Used various job portals (monster, dice, career builder, indeed) Google resume search and optimal usage of my paid LinkedIn account to identify candidates.  
Responsible to mentor 3 recruiters.  
Created my own MS Excel sheet and successfully kept an accurate bi-weekly track of candidates who are passively and actively looking for positions; hence it helped me to immediately identify candidates and submit them as soon as I receive any new position from our clients.  
Strictly followed various established internal processes to follow client compliance and SLAs.  
Sourced, salary negotiation and screened technical candidates as necessary based on hiring manager's requirements.  
Guide candidate all the way through evaluation and entire hiring process (providing detail and timely feedback, interview and offer updates) and averaging about 2-3 high gross profitability hires per month.  
Single point of contact for the candidate to on-board them after an offer. (Includes internal communication with our operations team / account manager regarding candidate's on-boarding paperwork, background check and reference checks).

## ProKatchers LLC Technical Recruiter

Apr 2016 – Aug 2018

Developing relationships with other consulting companies and third-party vendors to source and place consultants quickly and effectively for urgent requirements.  
Managing complete recruitment process from requisition initiation to final acceptance of offer.  
Recruiting hard to find candidates for all levels from all categories (US Citizens, Green Cards, H1B, TN on W2 / Corp to Corp and W2 without benefits and with benefits).  
Using Monster, Dice as well as References and Third parties (Vendors) forgetting the right candidates for the requirements.  
Ensuring Resume appropriately reflects experience and requirement.  
Check for the candidate is willingness to relocate to the project location in-case he/she is not a local candidate.  
Keeping a track of the consultants who are on bench and are available for projects by talking to their employers.  
Discussing the Job requirement with the consultants.  
Highly appreciated for timely and prompt response for urgent requirements.  
Screen the candidates for identifying them as the right match, pay rate negotiation, benefits negotiation, submitting candidate profiles at client side as well as on internal systems.  
Actively provide interview prep-up guidance to candidates for upcoming interviews  
Close offers for successful candidates and communicate with the client regarding start details as well as deliver the candidate at client end.  
Communicate on important aspects like, travelling assistance, accomodation, relocation guidance, visa processing and transfers.  
Responsible for leading passive recruitment efforts nationally on retained searches for various client company organizations  
Within the financial services, technology, accounting and finance, manufacturing, energy, human resources, healthcare and publishing industries.  
Re-deployment of existing candidates on project completion.