**Subrat Kumar Ojha  
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**SUMMARY:**

Dynamic, results-focused full life cycle end to end recruitment professional with commitment to client service and creative recruitment strategies. Proven track record of success in locating, identifying and closing top talent. Build and maintain candidate relationship to ensure consistency in talent pipeline. Proven ability to self-manage multiple positions by sourcing, screening, coordinating interviews, negotiating and post offer guidance.

My expertise as a Recruitment Professional comes in the areas of end to end recruitment, leveraging a blend of technical savvy, business acumen, and strong communication skills, I work collaboratively with client (onsite Team) and colleagues to fill requirements on time and develop the strong network of candidates. My focus on meeting and exceeding customer expectations has not only led to satisfied customers, but consistent profitable growth in my account base

**AREAS OF EXPERT:**

* Sourcing and Screening
* Passive Recruitment Strategy
* Social-Media recruitment
* Web-Based Sourcing/Recruitment
* Client/Hiring Manager Relationships
* Interview schedules
* Multi-Location Recruitment

**PROFESSIONAL EXPERIENCE:**

**Infosys, Bangalore, India Nov 2017 – Till Date**

**Talent Acquisition Specialist/ Recruiter**

Infosys is the business critical technology partner for the world’s most successful organizations. As a global leader in Business Transformation, Infosys provides strategic business consulting, technology, engineering and outsourcing services to help clients leverage technology and create impactful and measurable business value for every IT investment.   
  
Responsibilities:

* Primarily holding the ownership of full life cycle in HR Recruitment duties in an effort to promptly fill open requisitions.
* Managed full life-cycle recruitment process including: developing position descriptions, posting ads, reviewing resumes, conducting phone screens and interviews, and extending offers.
* Utilize various social media for recruiting purposes
* Ability to source active and passive candidates in specialized and competitive industries through networking, internet searching, cold calling, and applicant tracking software
* Manage the scheduling and logistics of interviews between candidates and hiring managers
* Networking through industry contacts, association memberships, trade groups and employees
* Developing and maintaining an ongoing database of short term and long term candidates
* Experience sourcing candidates from LinkedIn doing passive search Pre-Screening candidates by effectively evaluating their employment history, education, salary requirements, notice period.

**Artech Information Systems, Bangalore, India Jan 2017 – Nov 2017**

**Technical Recruiter**

At the forefront of the staffing industry, Artech is a women-owned business enterprise (WBE) committed to maximizing global workforce solutions on behalf of its clients. Artech's deep heritage, proven expertise and insightful market intelligence has secured long-term partnerships with Fortune 500 and government clients seeking world-class professional resources.

**Responsibilities:**

* Majorly working for World Bank, Freddie Mac and Fannie Mae.
* Managed end to end recruiting like sending contracts, negotiating the final rates, and on boarding the candidates.
* Maintained a strong pipeline for all the open requirements.
* Updated the resumes and the contact information in the ATS (application Tracking system)
* Worked on job portals like Monster, Dice, LinkedIn, Ladders, indeed etc. to prove more dimensions in search of right candidates.
* Full life-cycle Technical Recruiter; updated internet job boards, handled scheduling on Outlook, and documentation of job descriptions from hiring managers.
* Preformed reference checks and arranged interview scheduling between hiring managers and candidates, emailed resumes to clients, conducted negotiations for hiring between clients and candidates; negotiated final contracts between client and candidate.

**Global Touchpoints Inc., Rourkela, Odisha, India Nov 2015 – Jan 2017**

**Recruiter**

**Responsibilities:**

* Majorly working for Deloitte, IBM and Facebook.
* Involved in full life cycle recruitment including Employment Terms and Employment Types such as Contract (short term & long term), Contract to hire & Fulltime.
* Search in various job portals like Dice, Monster, LinkedIn etc. and through references.
* Involved in Negotiating the rate/salary with the consultant as per the applicable Employment Term/Type, explained benefits and oversaw pre-employment paperwork.
* Recruited passive candidates for client implementations using Job Portals.
* Discussing requirements with the consultants and understand their comfortability on the required skills & criteria.
* Verifying for the availability and best time with consultant for the interview and lining up the interviews.
* Forwarding the matched and available resume to the managers for submittal to the client.
* Involved in tracking exact matching consultant from Job Portal Sources.
* Maintain prospective and current candidate contact database.

**EDUCATION:**

* B.Tech in Mechanical Engineering under BPUT, Rourkela, Odisha - 2014.