**Kalyani Chandankhede**

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**Professional Summary:**

* Over 2+ years of experience working in the US Recruitment process.
* Talent recruitment and acquisition professional with experience developing and executing recruiting plans within both agency and in-house settings.
* Manage all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placement and onboarding.
* Creatively source high-calibre candidates by leveraging recruiting software, social media, cold calling and employee referrals.
* **Diverse Placements:** Performed professional, technical, executive and managerial recruiting in areas including:
	+ Detailed Job Descriptions
	+ Job Ads & Online Postings
	+ Pre-Employment Testing
	+ Talent Pool Sourcing
	+ Candidate Pre-Screening
	+ Behavioural-Based Interviewing
	+ Reference Checks
	+ Contract Negotiations
	+ Orientation & Onboarding

**Skilled Trades:**

* Project Managers
* Finance & Accounting
* Office / Admin Support
* Marketing & Sales
* Department Heads
* Senior Executive

**Recruitment Skills:**

* Talent Assessment & Acquisition
* Candidate Sourcing & Screening
* Advanced Boolean Searches
* Exempt & Non-Exempt Staffing
* Executive Recruiting
* High-Volume Staffing
* Offer Negotiations
* Placement & Onboarding
* ATS & Recruiting Software
* Social Media Recruiting Tools
* Employment Law & HR Affairs
* Client Relationship Management

**Technical Skills:**

* MS Office Tools: Word, Excel, PowerPoint, Outlook
* Operating Systems: Windows
* Job Boards: Monster, Career Builder, LinkedIn Recruiter, Indeed, Slack
* VMS/ATS: FieldGlass, Ceipal, WorkNexus, Covendis, Bee-Line, DCR, Acro Xrm.

**Professional Experience:**

**intiGrow Staffing - Pune, MH Jun 2019 - Present**

**Technical Recruiter**

* Responsible for full life cycle recruitment of all Non -IT contract and direct positions.
* Effectively handling the entire recruitment process including identifying the requirement and employing sourcing of recruitment, continuously expanding the database of recruitment sources.
* Screening the resumes with the help of different search engines like Career Builder, Monster, and so on.
* Experience in sourcing candidates via Internet sources, online resume database and networking/references.
* Experience with Social networking sites and posting requirements.
* Good Experience with Boolean search and resume formatting.
* Experience in Tax Terms - W2, C2C, 1099
* Experience in Visas - USC, GC, EAD & H1B
* Demonstrated track record of identifying and sourcing top IT professionals
* Possess excellent interviewing and candidate evaluation skills
* Create a post and maintain job openings.
* Identify resumes, interview, and select candidates for open positions.
* Format and present resumes to client openings create a “Preparation for Interview” sheet for the candidate which includes, directions, job description, contact information, and time of arrival.
* Perform reference checks, negotiate salary packages, coordinate the interview process, extended offers, and close candidates.
* Clients: Westrock, SPX Flow, Masonite, Cargill, Xylem, Diageo, CPS Energy, PPG Industries, Lockheed Martin etc.

**Education:**

* M.Sc. in Computer Science | Gondwana University | S.P College Chandrapur, Maharashtra | 2019