**Sourov Banerjee**

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**Present Location:** Hyderabad, Telangana

**Professional/Career Summary:**

* Full cycle technical recruiter skilled in sourcing, screening, interviewing candidates for technical and functional requirements
* Has good understanding of various IT roles along with different US VISAs
* Experienced with different ATS (CATS, Xoriant E-Staff, Monster, Career Builder, Dice, ZipRecruiter, etc.)
* Experienced working with LinkedIn RPS
* Working with clients from different domain like Engineering, Information Technology, Financial, Automobile, Energy and Utility etc.
* Handled over 2500+ vendor contacts and successfully designed and implemented strategy to achieve better results
* Exposure of working closely with stakeholders, managers, and senior managers
* Have a bachelors’ in Civil engineering with good understanding of construction stages and procedures
* Completed 1-month vocational on-site training from PWD Agartala on hospital building construction, A project of L&T Constructions
* Completed 2 months of training conducted by Simplex Infrastructures in association with Kalinga Institute of Industrial Technology (Deemed to be University)
* Conducted and designed experiments with help of a team for college project “Study of Mechanical Properties of Geo-Polymer Concrete”
* Finished certifications in Autodesk AutoCAD and Bentley Staad Pro

**Skills:**

* **Technical Sourcing**
* **Technical Screening**
* **Boolean Search Strings**
* **Interviewing**
* **Negotiation**
* **On-boarding**
* **Relationship building**
* **ATS Management**
* **Vendor Management**
* **Stakeholder Management**
* VMS (Fieldglass, Beeline, IQN Navigator, Workforce LogiQ)
* Site Execution
* Surveying
* AutoCAD
* STAAD Pro
* **Microsoft Office (Word, PowerPoint, Outlook 365, Outlook 2016, Excel)**
* Preparing Bar Bending Schedule
* Estimation and Costing (Construction)
* **Project planning (beginner level)**
* **PowerPoint Presentation**
* **Interpersonal**

**Licenses & Certifications:**

* **Productivity Tips: Finding Your Productive Mindset** – LinkedIn, Jun 2020
* **Managing Virtual Teams** – LinkedIn, Jun 2020
* **Leading Virtual Meetings** – LinkedIn, Jun 2020
* **Leading at a Distance** – LinkedIn, Issued Jun 2020
* **Time Management: Working from Home** – LinkedIn, Jun 2020
* **Remote Work Foundations** – LinkedIn, Jun 2020
* **Building Resilience** – LinkedIn, Jun 2020
* **Microsoft Teams Tips and Tricks** – LinkedIn, Jun 2020
* **Learning Skype** – LinkedIn, Jun 2020
* **Learning WebEx (2018)** – LinkedIn, Jun 2020
* **Learning BlueJeans Meetings** – LinkedIn, Jun 2020
* **Learning Zoom** – LinkedIn, Jun 2020
* **Executive Presence on Video Conference Calls** – LinkedIn, May 2020
* **Developing Resourcefulness –** LinkedIn, May 2020
* **STAAD Pro -** Bentley Systems, Mar 2017
* **Autodesk AutoCAD User Certification –** Autodesk, Sep 2015

**Professional Experience:**

**Xoriant Solutions, Hyderabad, Telangana Apr 2019 – Present**

**Junior Recruiter**

* Responsible for full cycle US IT recruitment
* Sourcing, reviewing resumes and technical screening
* Managing in house ATS
* Second level screening of candidates
* Fully focused on IT requirements such as SAP (HANA, Basis, BW, PM, EWM, PP etc.), DevOps, JAVA (Developers, lead, architect), Front end and backend developers Business Analyst, Product Design Engineers, Data Scientist, Machine Learning Engineers, Full Stack Developers and many more.
* Source US authorized candidates located within and outside the US and coordinated accordingly for suitable roles
* Handled open requirements in India working on rotational shifts
* Following up for submitted candidates with respective account managers and client POCs
* Attending scheduled client calls to fetch requirement insights and sharing reports to team
* Scheduling interviews and coordinating with the candidates to avoid any last-minute surprises
* Maintaining undisputed communication between consultants, vendors, and US operations team to make sure on-boarding process runs smoothly.
* Working closely with stakeholders and attending daily meetings to gather requirements.
* Collaborating with different vendors to source candidates for various technical and functional requirements
* Creating separate list of vendors according to their specialities
* Negotiating with different vendors for different business requirements
* Drawing up first level of email contracts for vendors at primary stage of contact
* Updating vendor list every week to eliminate inactive vendors
* Successfully implemented vendor management strategy to achieve maximum results

**Collabera Inc., Vadodara, Gujrat May 2018 – Apr 2019**

**Technical Recruiter**

* Worked with U.S clients of various industry like construction, manufacturing, engineering, information technology
* Worked closely with stakeholders, gathered requirements from daily meetings and actively worked on it in lowest possible turnaround time
* Got involved in client/supplier calls to understand their requirements in more detail
* Performed full cycle recruiting from talent acquisition to delivering hired candidates with supervision
* Searched resumes according to job requirements from clients using Boolean search strings on ATS (Monster, Career Builder, Dice, ZipRecruiter)
* Screened relevant resumes according to the job requirements
* Made cold calls to US candidates to evaluate their skills
* Explained requirements in detail to the candidates and help them with any queries or concerns they have
* Negotiated pay rates with the interested candidates and make sure they can work well without any red flag while keeping the budget of the client intact
* Maintained contact with existing vendors for different requirments
* Negotiated rates with new/existing vendors for each business need on case to case basis
* Maintained database of potential candidates on company ATS along with excel
* Followed up with the sales team and represented candidates in timely manner and built rapport
* Scheduled on-site/phone interviews and prepared candidates for them
* Handled complex delivery situations and coordinated with the client and candidate at each level
* Co-ordinated with the operations team to make sure on-boarding process (background verification according to the client compliance which includes employment and education verification as well as criminal check and drug test) is completed without glitch.
* Pre-closed and confirmed candidates for offers understanding the cruciality of the situation

**Projects:**

**Kalinga Institute of Industrial Technology, Bhubaneswar, Odisha Sep 2017 – Apr 2018**

**Study of Mechanical Properties of Geopolymer Concrete**

* Prepared mix designs using IS 10262
* Mixed ingredients of concrete to prepare sample blocks for lab testing
* Tested concrete blocks with different proportions of mixtures
* Used different lab instruments for concrete testing and calculated results
* Prepared reports and presentations

**Trainings:**

**Simplex Infrastructures Jan 2018 – Mar 2018**

* A program from Simplex Infrastructures in Kalinga Institute of Industrial Technology
* Received training about different stages of building construction
* Attended classroom sessions about estimation and costing, project planning, brickworks, formwork, reinforcements, bar bending schedule, casting, construction machinery
* Went for site training and learned different stages and methods of building construction
* Also, we were informed about different machines and instruments used in construction projects
* Learned about project planning and scheduling methods and software
* Different sorts of formwork, brickwork, reinforcement bindings etc.

**Public Works Department (PWD), Agartala, Tripura May 2017 – Jun 2017**

* 30 Days onsite vocational training on hospital building construction
* Inspected dimensions of different elements of building
* Studied the plan and inspected accordingly
* Learned different methods adopted for civil work
* Observed different labour management techniques

**Education:**

* **B Tech in Civil Engineering, 2018, Kalinga Institute of Industrial Technology, Bhubaneswar, Odisha**
* **High School (ISC Certification), 2014, St. Thomas’ Boys’ School, Kolkata, West Bengal**