## ****Shruti V****

**9764244354 / 7620318812**

**shruti.recruiter1@gmail.com**

**CAREER SUMMARY:**

* HR Professional with 7+ years of IT/Non-IT/RPO/BPO recruitment experience
* Proficient in recruiting candidates at all levels
* Sound communication skills to deal with the candidates and clients
* Self-motivated individual who loves to take new challenges and solve them with a creative approach

**EDUCATION:**

* Bachelors of Arts (English) – Pune University 2010-2011
* HSC - Pune University - 2003
* SSC - St. Francis High School – Maharashtra - 2001

**PROFESSIONAL SUMMARY**

**Response Informatics March 2020 – Till date**

**Client Partner Manager (Remote)**

* Serving as the main point of contact between the clients and recruiters
* Learning the needs of the clients and developing plans to meet them
* Handling the entire lifecycle of recruitment
* Recruiting suitable candidates using job boards like Naukri, Monster as well as LinkedIn, Indeed, Referrals
* Hands on working with Applicant Tracking System - (Ceipal)
* Assisting the recruiters with various sourcing and recruiting strategies to meet the client expectations
* Developing and implementing organizational goals, procedures
* Managing and monitoring the team (Recruiters)
* Providing **skills and techniques training to the assigned team of recruiters**

**iKoshur Dec 2018 – Feb 2020**

**Recruiter (Remote) (IT Recruitment)**

* Responsible for handling the end to end Recruitment Cycle:
* Sourcing resumes profiles from LinkedIn, Indeed, based on the job descriptions
* Screening and conducting the initial round of telephonic interview
* Organizing next level of telephonic/personal interviews and producing interview schedules
* Coordinating with HOD’s & Job officers to provide updates on their progress, etc.

**Alfa Soft Solutions Jan 2014 – Dec 2016**

**HR Recruiter (IT & Non-IT)**

**Alfa Soft Solutions is a BPO providing antivirus solutions to the American customers**

**Responsibilities:**

* **Source talent through job portals**
* **Review resumes to evaluate if the candidates meet the position requirement**
* **Conducting telephone interviews as well as walk in interviews**
* **Maintaining database of prospective candidates**
* **Performing reference check of selected candidates**

**Maintaining daily/weekly/monthly reports with interview status, closure and feedback**

**iPlace USA. Ltd Jan 2011 - Nov 2013**

**IT Recruiter (US Recruitment)**

**Responsibilities:**

* Worked with US staffing firms on various IT requirements
* Demonstrated excellent client relationship and management skills
* Maintained daily and weekly client reports
* Managed recruiting process from sourcing to recruiting for different employment status like W2, Corp-to-Corp, and for US Citizens, GC, H1B, TN-1, EAD holders
* Full Life-Cycle Recruiting experience generating understanding the opening, sourcing the right candidate, technical interviews, negotiations, closing the deal and maintaining the relationship
* Utilize knowledge of multiple recruiting sources such as Dice, Monster, CareerBuilder, independent consultants and execute various recruiting strategies including passive sources as well (Google, LinkedIn etc)
* Inform applicants of job responsibilities, compensation and benefits, work schedules and working conditions, company policies, promotional opportunities and other related information
* Good understanding of MS Outlook, Office, MS Word and Excel software

**Ventura Pvt Ltd (Now Capita), Pune June 2008 – Nov 2010**

**Customer Service Advisor**

**Client: Next Directory (UK) / Process: Orderline**

**Next Directory is a retail chain of 500+ branches in the United Kingdom**

**Responsibilities:**

* Handled inbound calls for the Next Directory Orderline Department
* Orderline process included various departments like Gift cards, Flowers, Clothing, Electricals and Home Appliances
* Placed orders for them and sent it to the UK Customer Service Office
* Maintained a minimum of 90% quality on customer satisfaction.
* Achieved 100% customer satisfaction by receiving customer appreciation and no complains

**Achievements:**

* I was selected as Recruitment Co-Ordinator while working at Ventura (Now Capita) and got the opportunity to conduct aptitude tests for the candidates and help the HR with internal recruitment activities

**PERSONAL DETAILS:**

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Language Known: **English, Hindi & Marathi**

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