Vinita A Pawar

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**Summary:**

* Technology enthusiast ,customer oriented IT recruiter passionate for hiring AWS Cloud Engineers/Architects, Full Stack/Java/.Net/Front-End/Back-End Developers/Systems Engineer/DevOps.
* Knowledgeable IT recruiter working with major banking and financial Clients for their niche requirements mentioned above.
* Worked in highly competitive environment to meet the deadlines.

**Education:**

BE - Bachelor of Engineering, Computer Science,MIT Ujjain,Rajiv Gandhi Prodyogiki Vishwavidyalaya 2014

XII, St Mary’s Convent Senior Secondary School, CBSE 2010

**Certification:**

* Digital Recruitment Certification Program- Level 1

Collabera Inc.

* Digital Recruitment Certification Program- Level 2

Collabera Inc.

**Professional Experience:**

**Collabera Inc.**

**Senior Technical Recruiter Jan 2020 – Present**

**Technical Recruiter Oct 2018 – Dec 2019**

* Specialization in Recruiting talent related to AWS Cloud Engineers/Architects, Full Stack/Java/.Net/Front-End/Back-End Developers/Systems Engineer/DevOps by understanding the need of the client and the candidate.
* Establish long lasting relationships with quality technical candidates.
* Successfully identifying and closing niche IT candidates for several companies.
* Build organizational database with regular additions of premier candidates by sourcing, tracking and managing candidates through various Job boards, Monster,Career Builder, ATS / CTS, LinkedIn Recruitment as well as obtaining referrals from qualified professionals.
* Responsible for full life cycle recruiting efforts.
* Extensive knowledge in sourcing the right candidates for a requirement,Contacting them, Formatting the profile and coordinating the interview process.
* Pay rate negotiations.
* Partnering with the Account Managers for the requirement and right candidate presentation to the client.
* Working on multiple requirements per day and prioritized them accordingly.
* Prepared candidates for the interview .
* Currently mentoring new joiners in the team with the basics of recruiting.

**Collabera Inc.**

**Employee Relations Executive Jan 2017 – Oct 2018**

* Experienced Executive with a demonstrated history of working in the information technology and services industry. Skilled in Communication, Management, Teamwork, and Leadership.
* Strong human resources professional.
* Coordinated with the active candidates for the issues related to onboarding,pay checks,timesheet and help them find a new project.
* Helped candidate in the redeployment process.
* Worked with active candidates for the referral program and COGNIXIA programs.

**Tata Consultancy Services**

**QA Analyst Nov 2014 – Dec 2016**

• Bug reporting with ALM Quality Center.

• Solid organization skills with a proven ability to multi-task, handle multiple assignments / individuals simultaneously and effectively bring discussions and issues to closure with consensus.

• Good verbal and written communication skills.

• Proficient in using Automated Testing tools like Selenium, Load Runner, QTP/UFT.

**OLX Advertising**

**Customer Service Representative Jun 2014 – Nov 2014**

* Recommend and provide advice on a wide variety of products and services.
* Answer telephones to provide information and receive orders.
* Handle customer queries related to product purchase and selling on OLX.