

Cover Letter

Dear HR

As a highly skilled Technical Recruiter I read your posting for a new Technical Recruiter with interest. My experience aligns well with the qualifications you are seeking in particular my role as a Technical Recruiter at your organization and I am certain I would make a valuable addition to your organization.

With Around 2+ years' experience as a Technical Recruiter I believe that of my experience and skills which I have gained from my past organization like negotiating and all will drive me to settle down in new work environment and grow me to achieve sound position in upcoming years.

Some of my Highlighted skills are:

- **Sourcing, Screening, and Submission**
- **Negotiating pay rates**
- **Email etiquette**
- **Excellent interpersonal skills**
- **Commercial awareness**
- **Communication Skill**
- **Team Work**
- **Awareness of organizational hierarchy**

In addition to my experience and personal qualities I have a solid educational foundation and a passion for human resources and recruiting. Please review my attached cv for additional details regarding my expertise and abilities. I will follow up to request an appointment to discuss how my experience and background meets your needs.

Thank you for your time and consideration.

Sincerely

Amar Nath Yadav

RESUME

Amar Nath Yadav

US IT Recruiter

Email: amarnath2893@gmail.com

Phone: 8319960075

CAREER OBJECTIVE

My objective is to blend my hard work with smart work and prove an asset to the people who choose me to work under them while improvising my abilities according to requirement and contribute to the growth of the organization with quality services.

Summary:

- Full life-cycle recruitment professional with diverse experience in the recruiting for Information Technology
- Proficient in entire Recruiting Cycle including sourcing, short listing, pre-screening, scheduling interviews, follow-ups, agreements, vendor management.
- Knowledge of recruiting Citizens, Green Cards, TN VISA, EAD, H1B through Self Sourcing & Vendors for US
- Sourcing active and passive candidates nationwide using various search techniques such as: Boolean searches on Monster, Dice, CareerBuilder and Ciepal , Jobdiva ATS
- Complete knowledge of Full Life-Cycle recruiting including screening and interviewing.
- Skilled in handling the Clients in an excellent way and keeping them happy by providing the best of best service.
- Strong experience as an IT Recruiter to recruit IT talent, through job boards and vendor partnerships in a Consulting company.
- Good understanding of various IT Technologies and emerging Technologies in the marketplace.
- Ability to search and recruit proactively, with strong organizational skills.
- Strong leadership, negotiation, problem solving, and team building skills as well as confident recruiting techniques.
- Excellent interpersonal and customer relationship management skills.
- Team player with excellent interpersonal abilities, multi task abilities and excellent communication skills.
- Excellent written, verbal analytical and problem solving skills.
- Good Interpersonal and Communication Skills/ Excellent Management and Proven Leadership Skills
- Excellent Interpersonal skills coupled with experience in interacting with individuals with culturally diverse backgrounds and in analysing document information.
- IT recruiting experience with a successful background sourcing candidates from a wide range of technical disciplines (developers, database specialists, technical support, network engineering, project management, etc.).
- Computer proficiency in Microsoft Office Suite 2003,2007(MSWORD,MS Outlook, MS EXCEL, MS POWERPOINT),Monster, other Search engines,
- I have proven my particular abilities to work under pressures off time and performance in a global marketplace, serving both easy and very difficult clients and customers to their eventual delight.
- Being highly self-motivated, I have the drive to focus and achieve both organizational and personal goals while taking my team along and ensuring its achievements too.
- Extensively experienced in working with C2C, W2 and 1099
- Specialized in building a relation with Implementation Partner.
- Proficiency in Communicating with the direct clients, procuring the requirements and matching their needs and requirements in terms of human resources.

- Successfully recruited many consultants for major end clients
- Strong organizational skills, exceptional follow-through & attention to detail.

EDUCATION: -

- **Bachelors in Computer Science and Engineering**
Radharaman Engineering college, Bhopal, 2017

TECHNICAL SKILLS

Operating System : Windows, MAC.
MS Office : MS Word, MS Excel, Ms Power Point.

Professional Experience

US IT Recruiter (current CTC- 40K)

Raks Group LLC

(March 2020 to till date)

Responsibilities

- Recruiting via Internet job boards (Dice, Jobdiva, Career Builder, Monster and CATS ATS)
- Used Boolean Search methods to pull out quality profiles.
- Moreover, I have worked on W2 and C2C by using CATS And Jobdiva.
- Finding best projects to consultants using my tier one contacts and through different web portals like Dice, Monster, Career builder and professional networking sites such as LinkedIn .
- Engaged with client side hiring manager to take the requirements.
- Upload the Submission on the ATS and follow up them accordingly.
- Update Candidate's Interview feedback on ATS to let know fellow POCs'.
- Regular follow-ups with vendors on the feedbacks and interviews.
- Screen consultants for their respective technologies and submit further quality profiles.
- Involved in executing the initial vendor/master service agreements between the companies.
- Understanding the Purchase Orders and make sure they are executed according to terms and conditions of the organization.
- Responsible for sourcing high volumes of qualified candidates for openings across a range of functional areas.
- Execute the sourcing strategy for volume recruitment and corporate roles to identify candidates through networks, associations, approved websites, direct sources, existing candidate database and employee referrals.
- Conduct multiple phone screen interviews on a daily basis and recommend suitable candidates to the onsite recruitment team for current job openings.
- Initial Screening of the candidate to check their soft skills and technical aspects.
- Respond to all candidates who apply and respond to clients in a timely manner.
- Update candidate database in a timely and accurate manner following the defined process steps.
- Identify and qualify high-quality candidates in America who are precise fits for job orders sent by our US-based clients
- Contact candidates through phone calls and e-mails to determine interest and availability
- Conduct in-depth phone interviews to qualify candidates, negotiate salaries or rates, and schedule interviews
- Work with candidates throughout the recruiting process from candidate submission, scheduling interviews, compensation negotiation, offers, and onboarding
- Interact with US-based clients to develop recruiting strategies and build long-term relationships
- Build a pipeline of candidates who can be considered for future job orders and generate referrals

- Maintain daily and weekly client reports
- Work closely with and assist senior team members

PERSONAL STRENGTHS

- Dedicated.
- Ability to quickly grasp new concepts.
- Hard working.
- Effective communication and interpersonal skills.
- Team player.

DECLARATION

I hereby declare that particulars furnished by me in the application are true to the best of my knowledge and belief.

Place: Bengaluru

Amar Nath Yadav

