

DHIVYADHARSHINI
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Career Objective:

Technical Recruiter with 1.5 years of experience in Recruiting/Staffing/Consulting Business across the US. Technical & strategic exposure in RLC (Recruiting life cycle) of US- Recruitment, Pro-Marketing, Sales, Resourcing & Recruitment, VMS & Database Management. To obtain a challenging position that will enable me to use my experience and knowledge to boost the infrastructure of a superior corporation through the placement of quality personnel.

Summary:

Professional with experience in End-to-End Recruitment Process on various IT skills and verticals in the IT industry. Hands on experience in effective recruitment process for middle and senior level with various means and channels.

A seasoned Recruiting Professional with extensive experience managing full cycle recruiting and implementing sourcing, recruiting, and talent management strategies to support Global Professional Services firms. Dedicated professional with the proven ability to work in a competitive and high-stress environment that requires creativity, persistence, and strong selling skills to be successful.

Skills:

Applicant Tracking Systems, Research, Recruitment, Job Development, Negotiation, Interview Style and Technique Workshop Development.

Scheduling Appointments, Microsoft Office, Time management, Customer Service Skills, Scheduling, Organizational Skills, Interpersonal Skills.

Work Experience:

Flexton Inc, San Jose, CA/Bhopal
Technical Recruiter

Jul 2023 – Nov 2023

Responsibilities:

- Responsible for contract & fulltime of IT professionals for clients across the USA.
- Responsible for full life cycle of Recruitment Process.
- Did recruitment process from requisition initiation to sourcing, to acceptance of offer and final placement.
- Used Job-Diva, Monster, Dice and linkedin .Keeping pace with the requirements and delivering the best resource possible in the targeted time span.
- Screening and filtering the resumes so as to give the best and genuine candidate and keeping at par with the fake ones.
- Work experience with implementing & Direct Clients.
- Sourced, screened, filtered resumes, checked references, interviewed and placed technical candidates with various clients on different projects.
- Maintaining active job seekers and building internal database.

Chuwa America Cooperation, Santa Clara, CA/Hyderabad
US IT Recruiter
Clients: Infosys,TechM

Feb 2023 – Jun 2023

Responsibilities:

- Sourced, prequalified and negotiated compensation to submit potential candidates for job orders.
- Regularly called candidates for updates on job search, interviews and skills.
- Pre-screened candidates through a detailed screening process; evaluated compatibility with job order's specific requirements, ensured candidate was a proper fit and was in contact with candidates 80% of the time via phone and emails.
- Edited and reformatted resumes as necessary, adding relevant key words and skills to increase candidates match with client positions.
- Recruited for IT positions ..
- Maintained active and pipeline candidates in Excel spreadsheets and SharePoint to contact for other possible opportunities.
- Responsible for pre-interview screening, acting as the liaison between hiring manager and candidate; sending compensation agreement, offer, interview, and acceptance or rejection.

SoftHQ Inc, San Diego, CA/Hyderabad

May 2022 – Feb 2023

Associate Technical Recruiter

Clients : Cognizant, Infosys

Responsibilities:

- Responsible for full life cycle recruiting, including sourcing, interviewing, qualifying and placement of a full range of IT and Non-IT candidates for contract, contract to perm and direct hire positions on w2 hourly/salaried work type.
- Defining job descriptions and short-listing candidates based on the requirement, technology, skillset, experience, and education.
- Collaborating with hiring managers to understand their hiring needs and goals.
- Leverage multiple sourcing strategies and channels including external network, job boards, and internal referrals to provide high-quality candidates for open positions.
- Working extensively in ATS: Job Diva, Career Builder, Monster, LinkedIn, Facebook to source and harvest profiles, update records and submit deserving candidates to the clients.
- Responsible for the first-round telephonic screening of the profiles and communicating with all candidates on a regular basis and arranging & conducting interviews.
- Screening resumes, interviewing qualified candidates, evaluating skill level, managing offer process, reference checks, and making salary recommendations.
- Responsible for checking references, negotiating terms and rates for each project, coordinating the interview process, extending offers, and closing candidates.
- Responsible for creating and preparation of work orders, vendor contracts, offer letters, experience letters and relieving letters.

Education : Bachelor's in Computer Science Engineering, Anna University, Chennai, 2021