

# AJITH DOMINIC

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## SUMMARY

- Experience as a Technical Recruiter/Bench-Sales Recruiter in international Recruitment with skills in qualifying, interviewing, and salary/offer negotiations, with in-depth knowledge of recruitment via Training and Internet.
  - Excellent time management and organization skills, highly dependable, enthusiastic motivator, and a strong team player.
  - Self-disciplined and result-oriented, capable of undertaking and completing all assigned tasks.
  - Success driven with a proven track record of meeting and exceeding both management and customer goals in a fast paced and rapidly changing environment.
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## TECHNICAL SKILLS

- LinkedIn Recruiter, Dice, Monster (Sourcing).
  - Indeed, CareerBuilder (Bench-Sales).
  - CIEPAL, OpenCATs (ATS).
  - Naukri (Internet Knowledge).
  - Boolean Search.
  - Excel/ Google Sheets.
  - Word/ WPS Office.
  - Vonage, GoTo-Jive (VoIP Communication).
  - Skype, Zoom & Microsoft Teams.
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## OTHER SKILLS

- Good Communication.
  - Interpersonal Skills.
  - Attention to Detail.
  - Basic IT Principles and Best Practices.
  - Tech Savvy.
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## OTHER TECHNICAL SKILLS

- Python Programming Language.
  - Selenium Automation Testing Tool.
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## EDUCATION

**Master of Business Administration (MBA - HR)**  
MS University Tirunelveli, Tamilnadu.

**August 2021**

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## **TECHNICAL RECRUITER EXPERIENCE**

**August 2021 - March 2023**

### **Cortex Consultants LLC**

Parsippany, NJ (Remote)

#### Full life cycle Recruitment

- Work with the hiring lead for the recruitment process to fill the requirements of various Direct Clients and Implementation Partners in United States.
- Experience in hiring candidates of various US Visa Types like Citizen (USC), Permanent Resident (Green Card), H1B, H4 EAD etc.
- Sourcing (Boolean Search, LinkedIn & X-ray Search)
- Screening (Phone Screens & Candidate Assessments)
- Hiring (Submissions, Scheduling interviews & feed backs)

#### Applicant Tracking System (ATS)

- Work extensively in CIEPAL to source profiles (Dice, Monster & Internal Database), update records and submit deserving candidates to the clients.
- Bulk Job Share using CIEPAL to Vendors and Candidates for filling Contract (W2, C2C), Contract-to-hire (C2H) and Full-Time (Direct Hire) positions accordingly.

### **Centizen Inc.**

Portland, OR (Offshore)

#### Talent Sourcing/Technical Recruiting/Bench-sales Marketing

- Responsible for full life cycle recruitment, management of the talent acquisition process including, but not limited to, phone screens, candidate assessments, candidate tracking, status updates and interview feedback sessions.
- Responsible for W2 Contract recruitment and Full-time recruitment for Direct Client Companies in the United States ranging from Fortune 500 Clients like Nike, Costco, Columbia Sports Wear (CSW) etc., to Start-ups.
- Attended Supplier Calls for ETW requirements from the hiring managers through the MSP.
- Involved in Sourcing, Screening Resumes and providing a shortlisted funnel of qualified candidates for various open roles in Tech and Business teams.
- Sourced candidates from job portals like Dice, Monster, LinkedIn using Boolean search and utilized the organization's Applicant Tracking System (ATS) for maintaining a daily account of all assigned positions.
- Did Bench-sales Marketing (Corp to Corp) for the existing H1B candidates of the organization using job portals like Dice, Indeed and LinkedIn.
- Negotiated rates and maintained a good interpersonal relations with vendors.