

Deep Desai
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(Vadodara)
Open for Sr Recruiting Manager/Delivery Manager
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Professional Summary:

- 7 years of experience in US Staffing/RPO working with various clients
- Well versed with all VISA classifications and Tax Terms.
- 3+ years of experience in leading, managing, building, and coaching team
- Specializing in full life cycle of recruitment services including posting, sourcing, pre-screening, pre close, salary negotiations, references, offers of employment etc.
- Proficient with various ATS like CIEPAL Talent Hire, Job diva, Bullhorn, Big biller and VMS like WAND, Beeline, SIMPLVMS, Fieldglass, WYNDLY

Specialties: Boolean Search, Social Media Recruiting, Networking, Passive Sourcing, Resourcing, Sourcing, Talent Acquisition, Recruitment Life Cycle Management, Coaching, Team Building, Mentoring, Training

Domain: Banking, Aviation and Airline, Education, Food/Beverages, Management consulting, Finance, Food and Beverages, Engineering, Energy, IT, Automotive (OEM and tier 1 suppliers), Healthcare, Pharmaceutical

Professional Experience:

Eteam Inc, India (Remote)

Feb 2022 – Present

Recruiting Manager – Healthcare

ATS: Job Diva

VMS: WAND, Fieldglass, Workforce Logiq, Beeline

- Reporting to Associate Director
- Managing team of 7 Recruiters and handling client's productivity
- Responsible for recruiter's monthly targets
- Monthly productivity review
- Initiating PIP for recruiters
- Managed between consultants on service weekly Generated billable hours for temporary consultants on assignment biweekly.
- Maintaining quarterly GM of \$100-120
- POC of OB and HR for any queries
- Coaching, Team Building,
- Submitting profiles on VMS and connecting with Delivery Manager for shortlisting candidates
- Manage and coordinate all communications with candidates during the interview and hiring process.
- Understanding priorities through weekly supplier call
- Closing, and administrative components involved in full lifecycle recruiting Working on Applicant Tracking System (Job Diva)

IMS People Possible (Remote)

Jan 2021 – Feb 2022

Assistant Operations Manager

ATS: Job Diva

VMS: Beeline, Fieldglass, VNDLY

- Leading & managing a team of technical recruiters/team leads responsible for hiring Product & Managed Services Business, currently handling a team of 20+ Recruiters.
- Client: P&G, Boeing, Highmark Health

Clients Handled: P&G, Bristol Myers and Squibb, Highmark Health, Disney

Cranium IT, Hyderabad (Remote)

May 2018 – Oct 2020

Sr Recruitment Consultant

ATS: Big Biller

VMS: SimpleVMS

- **Sourcing and recruiting qualified talent in the Engineering and IT professions of:** Electrical, Industrial, Process, Manufacturing, Quality, Designers, Technicians, Optical, Embedded SWE, Product Engineers, Mechanical, Marketing Engineers, Tooling Engineers, Data Engineers, System Engineers, UX/UI Designer, Network Engineers, Battery Engineers, Buyer, Sales and Application Engineers, Engineering Program Manager, Project Engineers, .NET Developer, Java Developer, Cloud Architect, CRM Manager, VP and C level roles.

Rishabh Software Pvt, LTD, Baroda

January 16 – May 2018

Technical Recruiter

- Prioritized clients' requirements in a high volume, time-sensitive environment to meet deadlines.
- Sourcing and screening of potential IT candidates for contract, contract-to-hire and permanent openings.
- Analyse candidate information to determine matches between candidates and job openings.
- Interview prospective candidates and educate candidates on company process.
- Evaluate, screen, select, and match prospective candidates to job orders.
- Administer contract files and maintain candidate and employee records by using various electronic management systems.
- Developed and maintained effective relationships with assigned clients to ensure delivery of services are aligned with Business Strategy and unit priorities, which increased opportunities and doubled existing billable staff positions
- Proven high-volume recruiting track record for hiring passive and active professionals.
- Review resumes and credentials for appropriateness of skills, experience, and knowledge in relation to requirements.
- Made initial contacts, scheduled and conducted full cycle interview, reference checked and submitted for the matching position.
- Collaborate with third party recruiting agencies to help source candidates from diverse pools of job seekers.
- Utilize Job boards, internet recruiting/postings, internal database recruiting searches, referrals, and networking skills to identify technical personnel to match specific job opportunities.
- Developing and implementing effective recruiting strategies in order to attract, screen, recruit, and select high quality candidates.
- Interviewing and short-listing consultants before submitting to the Client/Vendor
- Review job descriptions in order to understand the needs of the hiring manager and prepare questionnaire helping in identifying the right candidate(s).
- Sourcing and uncovering candidates from internal database, Job boards (Dice / Monster / Career Builder) and professional sites like LinkedIn.
- Developing and implementing effective recruiting strategies in order to attract, screen, recruit, and select high quality candidates.
- Interviewing and short-listing candidates before submitting to the End Client.
- Handling post interview aspects such as follow-up with the vendor for interview feedback,
- Po's and Contract's.

- Involved in recruiting candidates for Contract and Permanent roles.
- Ascertaining the competence of candidates against a technical job description and screening candidates' profile to assess their qualifications.
- Keeping candidates in the loop of entire hiring process in order to build credibility and keeping potential candidates engaged for upcoming positions and/or getting referrals for required positions.
- Presenting validated candidate resume to hiring managers to scrutinize or consider for further hiring process.
- Extensively worked on negotiating rates on W2 / 1099 / C2C
- Experience in Posting and maintaining jobs online
- Experience in Social Recruiting from LinkedIn, Twitter, Facebook, and other social networking sites.

Canary Island Properties, DUBAI

Sep 15 – Dec 15

Property Consultant

- Buying, Selling and Renting in a Sincere & Responsible Manner.
- Expert Property consultancy as a Broker to our valued clientele, free.
- Value added after sales service to our valued clientele on a fraction of nominal charge only.
- Full authority & responsibility to SERVE the best practices in line with the set norms of RERA & Dubai Real Estate Laws.