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### **Career Objective:**

Seeking a position to utilize my skills and abilities in the industry that recognizes talent, offers professional growth and provides a continuous learning experience while being innovative and flexible to use my potential to the maximum.

### **Industrial Interface**

**Skills:** - Sourcing, Screening, Calling, Client Management, Team Management, Resume formatting, MS Office, Internal Hiring, Management, Leadership, Training, Team Building.

**Operated Tools:** - Monster, Dice, Carrier Builder, LinkedIn, Ceipal, Bullhorn, Job Diva, Loxo.

### **Hirebow**

**Recruitment Head/Senior Recruiter**

**Sept 2022 to present**

**Responsible for complete recruitment operation.**

- Prequalified potential candidates to determine their qualifications through profiling, trait assessments, and behavioral based interviewing through phone screens.
- Coordinated with hiring managers to determine position requirements
- Provided executive support to the Chief Technology Officer (CTO) of the Office division by reviewing calendar, assisting with scheduling, and coordinating all appointments and meetings.

### **Diversity Talent Scouts**

**July 2022 to Aug 2022**

**Senior Technical Recruiter**

- Write and post technical job descriptions
- Source potential candidates on niche platforms.
- Parse specialized skills and qualifications to screen IT resumes
- Perform pre-screening calls to analyze applicants' abilities
- Interview candidates combining various methods (e.g., structured interviews, technical assessments and behavioral questions)
- Coordinate with IT team leaders to forecast department goals and hiring needs

### **IT Resource Hunter, Kanpur UP**

**Lead Recruiter**

**July 2020 to July 2022**

**Responsibilities**

- Working with ATS and direct client requirements
- Responsible for full life cycle recruiting for information technology professionals
- Working on W2 contract and fulltime requirements, along with team
- Screened, interviewed and recruited qualified candidates using Job portals, referrals, internet searches, job postings, and networking techniques
- Expertise in Sourcing IT and non-IT professionals from Junior Position till the senior level
- Proficient in complete recruitment cycle starting from sourcing till Purchase order
- Implement procedures to make recruiting process more efficient and productive
- Maintained databases for easy tracking of applicants and their technical skills by using internal database, Job search engines to identify potential candidates

### **KSNR Immigrations Noida UP**

**Technical Recruiter**

**Feb 19 to Mar 2020**

**Responsibilities:**

- Responsible for handling IT requirements from US based clients.
- Responsible for full-cycle recruiting: interview, offer, negotiation and closed candidates for assigned requisitions.
- Sourcing from Job Portals (Monster, Dice, Career builder, Yahoo Hot Jobs), Making job postings on the Job Portal.
- Well versed about US Terms like W2, C2C, 1099, US Visas, etc.
- Responsible to work on Contract, Permanent & C2H (Contract to Hire) positions.

#### **Kesar Enterprises Ltd (Intern)**

##### **HR Operations (1 Month)**

##### **Responsibilities:**

- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Organizing interviews with shortlisted candidates.
- Posting job advertisements to job boards and social media platforms.

#### **Tech Mahindra (Intern) Noida UP**

##### **Recruitment Support (3 Months)**

##### **Responsibilities:**

- Attending training sessions to grow knowledge of product and to develop customer service skills.
- Resolving phone, walk-in, mail, fax, and email customer inquiries.
- Processing and logging incoming calls into the CRM system.
- Forwarding and escalating inquiries to relevant individuals and departments.

#### **(Future Group)**

##### **Live Project Big Bazaar Ghaziabad UP (1 Week)**

##### **Responsibilities:**

- Employee Management
- Inventory Analysis
- Visual Merchandising

#### **Academic Qualification Awards & Achievements:**

- Completed BBA from IMS Ghaziabad University Courses Campus Affl. to CCS University Meerut 2016-19.
- Completed Specialization Entrepreneurship with Grade B from IMS Ghaziabad University Courses Campus Affl. to CCS University Meerut 2018.

#### **CO-CURRICULAR ACTIVITIES:**

President of placement cell & CRC (Corporate Resource Center) of Institute while attending My Responsibilities–

- Data Mining
- Cold Calling
- Corporate Sales
- Event Managing

#### **Key Attributes:**

- Positive outlook with a focused approach.
- Team Management & Teamwork.
- Honest, sincere, hardworking & Smart working as well.
- Goal oriented and Team spirit.