**Nitesh Kajari**

Goa, India

**+919673019414**

[**kajari42nitesh@gmail.com**](mailto:kajari42nitesh@gmail.com)[**www.linkedin.com/in/Nitesh-Kajari**](http://www.linkedin.com/in/Nitesh-Kajari)

**PROFESSIONAL SUMMARY**

Experienced in Pharma and Healthcare domain with a demonstrated history of working in a recruiting Industry. Studied Bachelor of Mechanical Engineering from Goa University.

Worked with Boehringer Ingelheim, is one of the world's largest pharmaceutical companies. Focused on various Engineering, Scientific, and IT requirements.

An individual with strong written and verbal skillset, who's not afraid to think out of the box. Looking for a challenging organization to enhance my learning, improve skills and be a part towards the growth of an organization.

**EDUCATIONAL**

Bachelor's of Mechanical Engineering - Goa University June 2014 - Non 2019

**SKILLS**

Negotiation

Excellent communication. LinkedIn Recruiter.

Job diva, Monster, Carrier Builder CAD, MS office.

**PROFESSIONAL EXPERIENCE**

**Capleo Global Solution Private Limited Dec 2022 – March 2023**

**Associate Recruiter**

Highly focused on client " **Becton & Dickinson**" and **Diebold Nixdorf**, matching up the brightest talents in their respective fields with the companies that need their expertise and to realistically source, screen, and present qualified candidates and communicate requirements goals to the hiring manager.

Carefully analyzing the requirements as per client's needs. Attending supplier call from the hiring managers. Responsible for full cycle for recruitment and end to end recruitment and sourcing and screening on contract positions.

Hands on experience on outlook, Gmail, Word, and Excel. Having experience on various job portals such as LinkedIn Recruiter, Monster, Carrier Builder and ATS Job Diva.

Working experience with W2 (US citizens and GC). Experience with H4EAD, GC and US citizens. Worked on different Engineering, Scientific and IT requirements.

Understandings requirement in terms of job specification and description. Sourcing and identifying individual within the relevant industry on basis of client requirements using job portals, internal database and networking. Scheduling the interview if there is interview requirement by the client. Initiating the HR discussion to be done for the candidate by the client. Following up the offered candidate till he/she joints the organization.

Coordinating with client, hiring manager, candidate till closure of position. Updating employee details and maintaining a database Updating reports to Recruiting Manager on daily basis

# Aequor Information Technology, Gurugram, India March 2022- Dec 2022 US Pharma Recruiter

Highly focused on pharmaceutical client " Boehringer Ingelheim", matching up the brightest talents in their respective fields with the companies that need their expertise and to realistically source, screen, and present qualified candidates and communicate requirements goals to the hiring manager.

Carefully analyzing the requirements as per client's needs. Attending supplier call from the hiring managers. Responsible for full cycle for recruitment and end to end recruitment and sourcing and screening on contract positions.

Hands on experience on outlook, Gmail, Word, and Excel. Having experience on various job portals such as LinkedIn Recruiter, Monster, Carrier Builder and ATS Job Diva. Working experience with W2 (US citizens and GC). Experience with H4EAD, GC and US citizens.

Worked on different Engineering, Scientific and IT requirements such as Manufacturing Associate, Technicians, EHS specialists, CAD drafter, Project Engineers, Vet Tech, Lab Tech, QC&QA roles, Research Biologist, Business Analyst, Financial Analysts, Accountants, Project coordinator, Document specialists, Admin Assistant, Program Developers, Full stack developers. so on.

Understandings requirement in terms of job specification and description. Sourcing and identifying individual within the relevant industry on basis of client requirements using job portals, internal database and networking. Scheduling the interview if there is interview requirement by the client.

Initiating the HR discussion to be done for the candidate by the client. Following up the offered candidate till he/she joints the organization.

Coordinating with client, hiring manager, candidate till closure of position. Updating employee details and maintaining a database Updating reports to Recruiting Manager on daily basis

# Laiba Technology, Noida, India Jan 2021 - March 2022 US Recruiter

Worked with Healthcare clients such as Genesis Healthcare and Einstein Health. Research and source requirements on daily basis, reaching out to various talents in US.

Create a talent pipeline by maintaining a database of future candidates. Work closely with account managers pertaining to job priorities.

Conduct Phone Interviews/prescreening for potential placements. Experience in cold calling and/or referrals for candidates. Review resumes daily for best candidates. Coordinate interviews.

Maintain a list of assigned jobs, keeping up to date Work closely with placed candidates on client satisfaction etc. Hands on experience on outlook, Gmail, Word, and Excel.

Working experience with W2 (US citizens and GC). Worked on different Healthcare positions such as RN, CNA, LPN and also on allied healthcare positions like sterile tech surgical tech and so on.

Hands on experience with JOB DIVA and job portals like Carrier builder and monster. Understandings requirement in terms of job specification and description.

# Meha Chemicals, Kundai, Goa, India June 2021 to Nov 2021 Engineer

Negotiate prices and terms with suppliers, vendor Maintain Records of goods ordered and received. Inventory Management. Purchasing products from Suppliers Frequently review and adjustment of Inventory.

Inspect and assess production system and processes regularly. Develop and implement service and maintenance routines for optimal function.

Identify areas for improvements and upgrades. design plans and projects for systems and process improvement. Maintain Reports and documentation.