

Ravi Hemnani

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- ❖ Dynamic Recruiter with 6+ months of both technical and non-technical recruiting, experience in creating unique sourcing strategies, building effective candidate relationships, and working successfully in a fast-paced innovative environment.
- ❖ Operation manager with 6 years of back-office operations and salesmanship, experience in completing the Target of sales, building effective customer relationships, answering phone calls, handling mail, updating database, making bills, stock
- ❖ management and many others depending on the company's specific needs.

PROFESSIONAL EXPERIENCE

Associate Recruiter – Qodoro Global LLC

06/2022 to Till now

US IT Recruiter.

- Review job descriptions to understand the needs of various clients.
- Understand underlying technology, technical roles, and technical skills.
- Working with implementation partners on open positions such as: Front end developers, Full-Stack Developers, UI/UX, Network Technicians, Software Testers, etc.
- Sourcing candidates from various job portals (Monster, Dice, Jobs Diva, Career Builder, Indeed, LinkedIn), Making job postings on the Job Portal.
- Sourcing & short-listing the candidates as per client's requirements through Headhunting, Portals, referencing, database generation, social networking sites, and web postings.
- Follow up and ensure candidate(s) availability throughout the life cycle of the recruiting and hiring process.
- Maintain Daily excel sheet of candidates and follow up for open requirements.
- Connect with various partners, Job portals, Social Media and internal databases to source the right candidates.
- Responsible for rate negotiation with consultants for almost all types of contracts like Contract, Contract to Hire and Full Time.
- Maintaining databases of various skill sets Proficient at successfully sourcing candidates via Internet sources and online resume databases.
- Providing full life cycle recruitment training to Jr. Recruiters. (Requirement Gathering, Analyzing, searching, sourcing, etc.)
- Located potential candidates through Internet research, internal database, cold calling, using job portals, networking, and other strategies.
- Extensive experience on ATS such as Ceipal.

Skills: Conversation · Healthcare Staffing · Recruiting · IT Recruitment · Technical Recruiting · English · Communication

Back Office Executive – Oracle Investigation agency

07/2021 to 06/2022

Archive department manager.

- Handle the documentation process of the company.
- Prepare the data in excel (MIS) of documents received and send to the company.
- Regular follow-ups with Field Investigator Officers who had not submitted documents via tele calling and E-mails.
- Coordinate with company managers regarding the hard copies of cases.
- Solve the problems Field Officers face to submit documents.
- Preparing the closure reports and attach with hard copies to send to the company.

Senior Sales Executive – Jagdamba Opticians**04/2015 – 07/2021***The salesperson in retail sales.*

- Sale optical items like specs, glasses, goggles and contact lenses.
- Manage the whole shop.
- Manage the stock items, research for the new trend and do purchases on the behalf of conclusion.
- Eye testing of customers with testing machine and manually too.
- Prepare bills of the order and make data entry of customer's eye number.
- Follow up with after order process so the product could be delivered on time.

EDUCATION

Gujarat University, Ahmedabad April, 2021**Master of Commerce**

With an emphasis in Advance Accounting and Finance.

Gujarat University, Ahmedabad April, 2018**Bachelor of Commerce**

With an emphasis in: Accounting and Finance.

Technical Knowledge**Microsoft Office, E-Mail draft, Tally 9, Web Browsing, understanding of portals****PERSONAL INFORMATION****Date of Month:** 25th Sept, 1998**Languages Known:** English, Hindi and Gujarati**Marital Status:** Unmarried**Hobbies:** Family and friends are first, Cricket, whiskey and wine tasting, Traveling, Outdoor adventures, and Movies.**Father's Occupation:** Business**Mother's Occupation:** Housewife**Nationality:** Indian**Declaration**

I hereby declare that the information given above is correct and true to the best of my knowledge and belief.