

Rahul V. Vala
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SUMMARY

Experienced Recruitment Professional with a strong background in sourcing and talent acquisition. Skilled in a range of recruitment tasks including job analysis, boolean search strategies, job posting, and utilizing various job portals like LinkedIn, Dice, CareerBuilder, Monster, Reed and CV Library. Proficient in sourcing candidates, screening resumes, negotiating salaries, and formatting resumes. Well-versed in applicant tracking systems (ATS) such as JobDiva and Bullhorn, as well as vendor management systems (VMS) like Fieldglass, Coupa, Magnit, Beeline, and Simplify. Proficient in Microsoft Suite.

CAREER OBJECTIVES

- Desire to become a successful person and enthusiastically interested in utilizing my analytical and professional skills for worth conception in line with the development of the organization.

ACADEMIC QUALIFICATION

- Shri Chimanbhai Patel Institute of Business Management (Gujarat University)
Bachelor of Business Administration (BBA) 2019

SKILLS

- Job Analysis
- Boolean Search String
- Job Posting
- Job Portals – LinkedIn, Monster, Career Builder, Dice, Reed and CV Library
- Candidates Sourcing
- Resume Screening
- Salary Negotiation
- Resume Formatting
- ATS – JobDiva and Bullhorn
- VMS – Fieldglass, Coupa, Magnit, Beeline and Simplify
- Microsoft Suite

PROFESSIONAL EXPERIENCE

Recruitment Consultant

QX Global Group

May 2023 to Present

- Employ various sourcing methods, including job boards, social media, and professional networks, to identify potential candidates.
- Conduct proactive outreach to passive candidates and build a talent pipeline
- Conduct comprehensive candidate screenings to assess skills, experience, and cultural fit.
- Evaluate resumes and portfolios to ensure alignment with client requirements.
- Closing candidates for prioritize jobs by providing proper Information about job opportunities & client organizations and convincing them within the given pay.
- Establish and maintain strong relationships with candidates through regular communication.
- Collaborate closely with clients to understand their staffing needs and organizational culture. Employ various sourcing methods, including job boards, social media, and professional networks, to identify potential candidates.
- Conduct proactive outreach to passive candidates and build a talent pipeline
- Conduct comprehensive candidate screenings to assess skills, experience, and cultural fit.
- Evaluate resumes and portfolios to ensure alignment with client requirements.
- Establish and maintain strong relationships with candidates through regular communication.
- Stay abreast of industry trends, salary benchmarks, and competitor activities.
- Collaborate closely with clients to understand their staffing needs and organizational culture.
- Analyse client job requirements and match them with suitable candidates and provide clients with insights on candidate strengths and potential areas for development

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- Schedule and coordinate interviews between clients and candidates.
- Prepare candidates for interviews by providing detailed information about the company and the interview process.
- Gather feedback from clients and candidates after interviews.
- Set and meet recruitment targets, such as time-to-fill and candidate placement ratios and Analyse and report on recruitment metrics to improve processes and outcomes.
- Stay informed about industry best practices and incorporate new methodologies into recruitment strategies.

Team Lead

IMS People Possible

February 2023 to May 2023

- Working as a Team Lead responsible for setting clear team goals, completing the tasks within the given deadlines.
- Oversee day-to-day target monitor team performance and daily productivity reports
- Motivate team members.
- Discover training needs and provide help in achieving the team's target.
- Work with Account Managers on a daily basis to identify top accounts, target skill sets and industry experience relevant for our office; to evaluate client's current and future staffing requirements and to present qualified candidates for both contract and permanent positions.
- Also responsible for sourcing, identifying, attracting, securing and closing the hard-to-find candidates.
- Interview, pre-qualify, pre close, close and recommend to hiring managers what is necessary to close potential candidates.
- Convincing the candidates on the respective offers, terms and conditions of the firm.
- Coordinating/Scheduling & Conducting Interviews.
- Keeping Track of Responses & Short-listing Profiles.
- Searched qualified Consultants from Monster.com, Dice, Recruit X, Career Builder, and other recruiting web site and successfully placed qualified consultants.
- Provide advice, direction and expertise to management on recruitment techniques.
- Coordinate interview teams. Perform reference checks and coach hiring managers on reference techniques. Negotiate offers and close hires.
- Profiles on which I have worked- Java Full Stack Developer, IT Project Manager, IT Program Manager, QA Analyst, Business Analyst, Financial Analyst, Data Analyst, Registered Nurse, Lab Assistant, Medical Assistant, Phlebotomist, Accountant, Accounting Technician, Recruiter, Customer Service Advocate, Help Desk Executive, Administrative Assistant, IT Asset Manager, Data Entry Technician, Project Coordinator.

Senior Recruiter

April 2022 to January 2023

Recruiter

September 2021 to March 2022

- Working as Recruiter and involved in Recruitment involving sourcing, identifying, interviewing, screening, qualifying, and negotiating rates.
- Involved in searching the resumes from job portals like LinkedIn Recruiter, Indeed, Monster, Dice, and Career Builder.
- Working experience with like Bullhorn and JobDiva.
- Shortlisting the candidates based on their skill sets and experience.
- Developing client base for simultaneous development of the organization's growth.
- Technical explanations of available jobs to the consultants.
- Interviewing and skill assessment over the phone.
- Ensure that resume appropriately reflects experience and requirements.
- Conduct initial interviews by phone to determine experience and skill level.

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- Check for the Candidate's willingness to relocate to the Project location in case he/she is not a local Candidate.
- Orient the candidates if any end client interview is arranged for them.
- Ensure that adequate numbers of qualified candidates are submitted for all assigned client requirements in a timely manner.
- Responsible for daily and weekly productivity reports as well as training junior and new personnel.
- Experienced with Vendor Management System (VMS) such as a Beeline, Magnit, Simplify, Coupa and Fieldglass.
- Negotiated contracts, setting-up interviews, qualified potential candidates, training recruiters, managing and maintained accounts.
- Reported to senior managers.

Medical Billing Specialist
Sannidhya Multi-Speciality Hospital
May 2020 to June 2021

- Scheduling Appointments
- Make IP AND OPD Bills
- Preparing medical file for claims
- Customer service

Recruitment Executive
Adhaan Solutions Pvt Ltd
June 2019 to May 2020

- Source, Screen, Interview and evaluate candidate
- Foster long-term relationships with candidates.
- Review and understand job requirements.
- Review applicants to verify if position requirements are met.
- Format Resumes meeting client expectations
- Research new technologies.
- Maintaining Of data base
- Prepare and send daily Recruiting report to Team Manager.
- Client Handling
- Handling conference calls