

Richard Gohil

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Ahmedabad

Professional Summary:

A dynamic and dedicated Service Delivery Associate with a proven track record in overseeing a team of 7 recruiters and 1 Lead. Instrumental in managing the entire recruitment life cycle, I excel in fostering a collaborative team environment to drive successful outcomes for both permanent and contract roles. My responsibilities extend to client engagement, maintaining regular communication with clients and coordinators, and ensuring seamless interview scheduling. Additionally, I bring expertise in optimizing service delivery processes, conducting performance reviews, and implementing best practices to enhance overall efficiency. My commitment to delivering high-quality service aligns with organizational goals and contributes to the success of the recruitment team.

Experience

ETeam

May 2020- Present

Service delivery Associate

Responsibility

- Overseeing the end-to-end recruitment process, ensuring timely and efficient delivery of services.
- Collaborating with internal teams to develop and maintain effective recruitment strategies.
- Conducting regular performance reviews and providing constructive feedback to recruiters and coordinators.
- Implementing best practices and process improvements to enhance service delivery.
- Analyzing recruitment metrics and preparing reports for management review.
- Building and maintaining strong relationships with both clients and candidates.
- Ensuring compliance with company policies, industry regulations, and client-specific requirements.
- Providing leadership and mentorship to the recruitment team to foster professional development.

Recruiting Lead

Jan 2022- Oct 2023

- Collaborated closely with the recruiting manager and fellow recruiters to streamline the hiring process.
- Provided comprehensive insights into job roles, sourcing strategies, and candidate profiles.
- Assumed responsibility for overseeing the team's job listings, making candidate outreach calls, and conducting candidate evaluations.
- Primarily engaged with government clients in the UK, including organizations such as MOJ, MOD, HMRC, DEFRA, and DWP.
- Leveraged a variety of online tools, including LinkedIn Recruiter, the Monster CV database, Irishjobs.ie, and Reed, to identify and connect with qualified IT candidates for client vacancies.
- Provided comprehensive insights into job roles, sourcing strategies, and candidate profiles. Assumed responsibility for overseeing the team's job listings, making candidate outreach calls, and conducting candidate evaluations. Held accountable for thoroughly reviewing and vetting recruiters' resumes before forwarding them to clients.
- Prepared candidates for interviews and ensured they were well-informed about the interview process.
- Demonstrated expertise in recruiting a diverse range of candidates, including British nationals, ILR holders, Tier 1 High Skilled Visa holders, Tier 2 Dependents, Tier 4 Dependents, ECCA Visa holders, European Citizens, Blue Card Holders, EU Blue Card holders, and various EU Work Permit holders to fulfill IT requirements.

Skills: Customer Engagement · Service Delivery Management · People Management · Recruiting · Team Leadership · Team Management · Leadership · IT Recruitment · Coaching · Client Relations

Recruiting Mentor

Jul 2021- Jan 2022

- Working closely with Account managers, Recruiting manager and recruiters.
- Providing my best knowledge about jobs, sourcing techniques, Strings.
- Mentoring them about jobs, calling, screening candidates.
- Involved for updating recruiters about status of their candidates.
- Scheduling interviews's with candidates and on the Job diva.
- updating candidate's on VMS like field glass, Eploy.
- Responsible for reviewing CV's for client.

Senior Technical Recruiter

May 2020- Jul 2021

- Identify suitable candidates for client IT roles utilizing a variety of online resources including Linked In Recruiter, Monster CV database & Irishjobs.ie job postings.
- Make initial contact with target candidates to discuss & discern interest in roles.
- Working on position such as Project manager, Program manager, Automation Engineer, QA analyst, Java Developer, .Net developer, Devops Engineer, Data Analyst, Data Engineer, Python Developer, Pentaho Engineer etc.
- Working majorly on government clients of UK(UNITED KINGDOM)
- Participate in recruitment meetings with resourcing team.
- Update job diva system to track and record progress in filling positions as well as upload & edit candidate profiles and ensure GDPR compliance.

IMS People Possible

Aug 2018- June 2020

- Locate and recruit potential talent utilizing referrals, job postings, internet searches, career fairs, networking events and college resources.
- Screen and place candidates according to position requirements utilizing phone and internal interviews, reference/background checks, and technical screens.
- Writing and posting technical job descriptions.
- Search qualified candidates for different types of employments (Direct, contract, contract to hire, W2, C2C, 1099).
- Worked on position such as Project manager, Program manager, Automation Engineer, QA analyst, Java Developer, .Net developer, Devops Engineer, Data Analyst, Data Engineer, Python Developer, Pentaho Engineer etc.
- Mentoring and coaching junior colleges.
- Posting jobs and Identifying qualified candidates by searching on various job portals e.g. Dice, Indeed, Monster, Zip Recruiter, and LinkedIn.
- Review, critique, revise resumes and coach candidates through the interview process.
- Foster and maintain relationships with contractors/consultants through weekly correspondence, payroll assistance and constant client relations.
- Negotiate contract terms including duration, responsibilities, and compensation.
- Assist in business development by setting meetings, generating leads, networking, and attending client meetings and outing