**Nabeel M Nagori**

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**Career Objective:**

I am seeking to work in a challenging environment with one of the most reputed company where I could get Opportunity to Learn & Successfully delivers & demonstrates my skills. To undertake a Significant Role by working in a challenging & competitive environment where I can fully utilize my range of Interpersonal and Behavior skills to the benefit & growth of Organization & enhance my skills as well.

**Professional Summary:**

* Overall 7+ Years of experience in the Technical and Non Technical Recruitment (US Recruitment).
* Dynamic and result-oriented individual, focused in the placement of Software Engineers/Architects, Database Architects/Developers/Administrators, Network/System/Security Engineers, Web Developers, Quality Assurance/Test Engineers, Technical Program/Product/Project Managers, Development Managers, and Business Analysts.
* Responsible for day to day communication with assigned VMS/MSP Service Delivery Coordinators (SDC)/Staffing Specialists for W2 and C2C requirements.
* Diverse experience recruiting in industry like Telecom, IT, Healthcare, Banking, Retail, Manufacturing, Insurance, Pharma, Automotive, Power Supply, Defense etc.
* Sound Knowledge on Corp – Corp, W2 and 1099 tax terms.
* Possess strong technical/business acumen and understanding of technical requirements; deep sourcing skills and experience sourcing passive candidates; excellent candidate assessment skills.
* Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
* A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills.
* Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.
* Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously.

**Educational Qualifications:**

SSC (English medium) March 2006 GSEB 65% (Commerce)

HSC (English medium) March 2008 GSEB 60%

Bachelor of Commerce – April 2011 Graduate with Accounts & Auditing as Principle Subject.

**Skills:**

* Proficient Microsoft Office (Excel, Word, Outlook)
* ATS: Job Diva, Bullhorn, & Ceipal
* VMS / MSP: SAP Field glass
* Job Boards: Monster, CareerBuilder, Dice, LinkedIn Recruiter, Indeed, Ladders, ZipRecruiter
* Client/Account Manager Relations
* Sourcing, Screening, interviewing and Salary Negotiations
* Multi-location Recruiting
* Database Maintenance

**Experience:**

**TalentRupt (HireTalent / IT Mantra) Feb 2018 - Present**

**Lead/Sr. Technical Recruiter**

* Provided training to New Trainee Recruiters in understanding the U.S Geography, U.S Time zones, US Staffing, US Immigration laws, Screening and Sourcing Qualified Resume & Voice Call training.
* Expertise in Full life cycle recruiting (sourcing, Phone screening, qualifying and interviewing, counseling, negotiating rate/salary, technical screening, resume submittals, scheduling client interviews, and post placement follow through) of IT professionals with BDMs/ Account Managers.
* Managing 8-10 Recruiters team & giving initial training/mentoring to recruiters.
* Responsible for Job postings on the Internet and updating the jobs as needed. Searching internal data bank and the Internet to find the best candidates for all open job requirements.
* Collaborate with the client groups by attending client spot light calls to understand their hiring needs and goals.
* Worked on Applicant Tracking Systems (ATS) and few VMS (Vendor management systems): Field glass & Beeline.
* Attend various clients training and update calls.
* Monitor feedback and tracking submissions and interviews to increase productivity using Job Diva / Alpha Hire and Ceipal.
* Co-ordinate with team during on-boarding process to minimize delays.
* Deal closely with Account Managers, Sales Managers and Recruitment Managers.
* Maintain and grow close relationships with the CRM's/VMO's/ MSP’s to aide in moving candidates up the ladder and in front of the hiring managers
* Follow up on all pending items and tasks on daily basis.
* Manage and monitor onboarding process for all new hires.
* Participates in all daily conference calls with the team and the management to streamline communication, discuss challenges, job posting coverage, and candidate's status.
* Participated in weekly Supplier calls with the CRM/ VMO's/ MSP’s to stay in the loop on what is going on with each job posting and the needs/concerns of the hiring managers.

**CyberThink Inc.**

**Technical Recruiter Mar 2017 - Feb 2018**

* Worked as a Technical Recruiter with Experience in C2C, W2 and knowledge of full life cycle of US IT Staffing.
* Involve in full life cycle of Recruitment and Management. Screening, identifying, interviewing and place IT Professional with our clients, managing client requirement, gather requirement with client.
* Day-to-day operations and deliverables of the client. Responsible to develop healthy business relationship with the clients.
* Regularly interacting with Hiring managers for timely fulfillment of the resources at different levels and projects.
* Mostly searching for dynamic, independent, self-motivated professional to be part of our growth initiative. Sourcing of client/Candidate via Internet search (Monster, DICE, Ladders, Career Builder), candidate referrals, internal resume bank, personal networking and through 3rd Party Vendors. Manage relations with consultants, employers and vendors.
* Implementing recruitment strategies, monitor and plan for all current open positions and strategically plan hiring for future business
* Accountable for extending offers by working strategically with compensation analysts, human resources business partners and hiring managers.
* Interface with hiring managers to strategize, develop, and implement staffing and hiring processes that lead to placement goals.
* Recruit technical candidates for a variety of positions for the W2 candidate as well third-party companies and implementation partners.
* Strongly involved in Web (AIRS, Advanced Internet Recruiting Strategies), Google Groups, Linked In and other professional and networking sites.

**Realsoft INC Nov 2015 – Mar 2017**

**Talent Acquisition Executive (IT/ Non-IT)**

* Build mutually beneficial, long lasting relationships with clients and candidates.
* Utilized Internet search engines, job boards and social networking sites such as Monster, CareerBuilder, Indeed, Dice, Ladders, Twitter, Google, LinkedIn and Facebook to source candidates.
* Recruited and hired candidates in state and out-of-state for contract, contract-to-hire and permanent placements for all IT / Non-IT positions for multiple client companies.
* Owned full-cycle recruiting: interviewed, offered, negotiated and closed candidates for assigned requisitions.
* Developed, drove and executed comprehensive search strategies to recruit senior and niche candidates in limited candidate spaces.
* Effectively recruited candidates through Internet research, internal database, cold calling, referrals, networking, job boards, job postings and other strategies.
* Responsible for checking references, negotiating terms and rates for each project, coordinating the interview process, extending offers, and closing candidates.

**Robust INC (Infollact LLC) Dec 2013 – Oct 2015**

**IT Recruiter**

* Extensively recruited for in state/out-of-state for contract/contract-to-hire for IT and Non-IT positions (Technical Project Managers, Business Analysts, Help Desk Specialists, Visual Designers/Developers, Network Engineers and System Administrators) for multiple client companies in Telecom, Media, Financial, Sports and Retail
* Interface with clients/vendors to determine position requirements, present candidates, schedule interviews and closing the deal till the completion of paperwork.
* Located potential candidates through cold calling, internet research, internal database, referrals, and networking.
* Conducted interviews with candidates both in-house and by telephone to determine skills, knowledge, interest, market value, and availability
* Performed extensive recruiting for Senior Software/Database Developers with heavy focus on technologies such as: C/C++, (Windows & UNIX/Linux), .NET, Java/J2EE, SQL Server, and Oracle.
* Analyzed client requirements against qualifications of candidates and match the best candidate with the client needs.
* Negotiated terms and rates for each project, coordinated the interview process, extended offers, and closed candidates.
* Established and maintained professional relationships with candidates.
* Made contract placements for Software Developers, Project Managers, Computer Support Engineers, IT Procurement and Help Desk Specialists for Media, Sports and Retail clients

**Impex Consulting Jan 2013 - Nov 2013**

**Bench Sales Recruiter**

* Recruiting the resumes from the job boards by using the Sourcing / Recruitment strategies
* Talking to the sourced consultant and check his/her interested on talking a new position. Also convince and explain the company policies, procedures, and Salary part and H1B transformation
* Finally getting the confirmation email that he / she can take up an offer once it’s confirmed
* Working with the recruitment team on getting the resumes for marketing
* Working with the Sourcing person on resume modification and posting
* Marketing the candidate by using the marketing life cycle and other strategies
* Following up with the vendors on submissions and getting the necessary details.
* Rate Negotiation with the vendors and the consultants and make then understand agree as per the companies protocol
* Making the consultant commitments and checking the consultant commitments.
* Following up with the vendor on Interviews
* Following up with the vendor on PO / Contract
* Negotiation on contract as per the company’s protocol
* Working on Consultant’s H1B transformation (Filing LCA & Filing the Petition)
* Working with the vendors on documents which need to entrust to USCIS for consultant‘s H1B transformation
* Working with the accounts department and attorneys regarding the consultant H1B transformation, GC processing and other queries (RFE and questions from the consultant)
* Working on consultant’s Stamping and Visa Amendments
* Involvement in Payroll, Invoice, Timesheet with the vendor, consultant and accounts Dept
* Maintain and building the vendor contacts
* Developed databases for client and candidates contact information.
* Giving the process training for new joiners and juniors, interviewing and on-boarding the right candidate to the team for team building, working with the HR team for the team member

**Star Tours (LLC) Jun 2012 - Jan 2013**

**Auris Hotel Deira**

Worked at Travel Desk for Dubai Tourism

**Personal Details**

Name: Nabeel Nagori

Date of Birth: 08-JUNE-1991

E-Mail Address: [nagorinabeel@gmail.com /](mailto:nagorinabeel@gmail.com%20/) nabeel\_nagori786@yahoo.com

Nationality: Indian

**Declaration:**

I declare that all information given above is true to the best of my knowledge.

**Nabeel M Nagori**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_