**Palak Jain**

**Email: [lid17palak@gmail.com](mailto:lid17palak@gmail.com)**

**CAREER OBJECTIVE:**

To seek a challenging and rewarding position in office environment, this utilized my achievement work ambition and commitment to excellence for my personal growth as well as for the benefits of the organization.

**SUMMARY:**

* Good Understanding of the Recruitment Industry.
* Highly motivated and results-oriented professional possessing exceptional communication and leadership skills
* Key player in sourcing candidates, coordinating training, processing new hires, interpretation of policies & administering various programs, employee communication & performance management.
* Team player with ability to work independently without supervision
* Ability to work in a fast paced & dynamic environment, multitask & project oriented.
* Individual with strong sense of responsibility & self-motivation
* Highly organized, dedicated & committed to professionalism.
* Played a pivotal role in achieving quarterly target of confirmation/placements for our offshore recruitment team in India
* Responsible for sourcing of candidates (H1B/GC/US Citizens) for client needs for different job types (Permanent/Contract to Hire/Contract – W2/Corp to Corp)

**PROFESSIONAL QUALIFICATION:**

SYSITS, RATLAM (M.P.) (affiliated with RGPV) 2009 to 2013

Bachelor of Engineering in Electrical Engineering

Academic Qualification:

Jath public S.S. School, RATLAM, (M.P.) 2008 to 2009

Senior secondary from M.P. Board in 2009

St. Xavier’s S.S. School, RATLAM (M.P.) 2006 to 2007

Higher secondary from M.P. Board in 2007

**College Project Topic:**

Stepper Motor control in Major Project.

Event Counter in Minor Project.

**Computer Proficiency:**

Basic Knowledge of Computer.

Operating Systems : Windows 98 / 2000 / XP .

Application Package: MS-Office 2003 / 2007

**WORK EXPERIENCE:**

**Interactive Manpower Solution, Ahmedabad (Guj) Sep 2015 – Present**

**Sr. Recruiter consultant**

* Responsible for managing full life cycle recruiting process includes sourcing, calling, getting details, negotiations, submissions, for all levels of management.
* Working on US- IT/ Non -IT job requirements, US culture, different tax terms, work authorizations and job descriptions and resumes.
* Hands on experience on ATS like bullhorn, E- recruit and job diva.
* Conducting phone interviews with prospective candidates.
* Sourcing candidates using major job- websites like: Monster, Career Builder, LinkedIn, Passive search and through employee referrals, Consultant, etc.
* Describing the work duties, salary and benefits of a particular vacancy.
* Screening, testing and assessing candidates. Worked on requirements like Audit manager, Credit Analyst, Accountant, Accounts Payable & Receivable, Financial Analyst, Project Manager/ Business Analyst.
* Involved in negotiating the salary between the client and candidate.
* Responsible for catering 2-3 requirements and submitting 2-3 candidates on daily basis.
* Discussing requirements with consultants and repositioning resumes according to requirement and consultants comfort.
* Experience with different visas, US citizen, green card, H1, F1/F2.
* Reporting to management on daily and weekly basis.

**Innodel Technologies, Ahmedabad (Guj) Aug 2014 – Sep2015**

**Recruitment Consultant**

* Responsible for recruiting consultant for clients in US or as per the requirement they have includes searching.
* Source candidates via Internet, cold calling, networking and other creative sourcing techniques to generate additional candidates.
* To find potential candidates qualify them formatting their resume & prepared them for the final rounds of the interview.
* Experience in W2, Corp-to-Corp and 1099 recruiting
* Experienced in handling US recruitment involving in initial screening of resumes, conducting telephonic interviews and coordinating technical interviews, negotiating salaries
* Efficient in pre-screening the applicants and evaluate their skills & communication wise.
* Building candidate database of potential candidates to meet future requirements, and updating the data bank of their profiles/resumes
* Well versed in the areas of Resourcing, Screening and Negotiating.
* Expertise in building professional relationships through Inter Personal skills
* I worked closely with Employer, H1B, GC, US-Citizen and Canadian Citizen.
* Excellent verbal and written communication skills

**Imperial International School, Khachrod (M.P.) Apr 2014 – Aug 2014**

**Role: Teacher**

* Teach to students.
* Have a very good knowledge about basic concepts of science and mathematics.
* Prepared examination papers and evaluate examination copies of students.
* Prepare results and student data base.
* Maintain discipline and code of conduct among students.

**Amber Network, Ratlam (M.P.) Feb 2013 – Jun 2014**

**Role: News Reader**

* Read news for a local news channel.
* Edited script, speeches and voice for the news telecast.

**Summer Training:**

Training of Traction Motor from Diesel Shed RATLAM.

PLC & SCADA training from Eureka Electrosoft Solution Pvt, Ltd.