**SUNNY SITORY**

8780024540 [sunny.sitory@gmail.com](mailto:SUNNY.SITORY@GMAIL.COM)

**SUMMARY OF QUALIFICATIONS:**

* Over **8 Years** of extensive work experience in reputed BPOs and **7 Years** as Technical Recruiter in US Recruitments.
* Excellent experience with the whole Recruitment Cycle starting from Requirement Requisition till Final Placement. Mostly works after business hours in order to block the best possible candidates as soon as the requirement comes out in the market.
* Experience with the process of creating candidates profile, submitting for job, checking short-listing & interview status, confirming interview, checking placement status and acceptance of confirmation on various(VMS) Vendor Management Systems.
* Established relationships with third party vendors to support high volume opportunities.
* Extensive recruiting experience with diverse clients from Telecommunications, Manufacturing, Finance, Health-Care and Retail Industry.
* Responsible for providing best of the candidates to the client within the minimum possible response time.
* Worked extensively with MS-Office: Word, Excel etc for the purpose of maintaining internal database.
* Extensive experience with various recruiting techniques viz Job Posting, Resume Searching, Third-Party Campaign, Internal Database etc.
* Good recruiting experience with Permanent, Contractual & Contract to Hire Positions and various types of contractors such as W2 & Corp-To-Corp 1099.
* Solid understanding of corporate and consulting environments.
* Strong customer, client, vendor management skills.
* Hard Working & Stable, Excellent Communication, Interpersonal & Negotiation Skills, Quick Learner, Team Player, Confident, Ambitious & Self-Motivated.

**PROFESSIONAL EXPERIENCE:-**

**Ascendum KPO: August – 2014 – Present**

**IT Recruitment Consultant**

Worked for Talent Acquisition by being responsible for the hiring process of candidates including: source, screen, interview, network, and offer. Providing consulting to hiring managers and department leaders in regards to people placement within the organization.

Supported the full talent acquisition lifecycle for assigned Information Technology requisites by performing the following duties:

**Sourcing, screening, interviewing, networking, analysis, and offer.**

Sourcing: Continually leverages online acquisition resources and Applicant Tracking System(s) to identify and recruit the best candidates.

**Worked with VMS Atos and Intel (McAfee) and only worked with direct clients as Toyota, Luxottica, Lexmark, Atos, Intel, WSL, Cintas, Kroger and Vantiv.**

**Robust Inc: January – 2014 – July -2014**

**Sr. Recruiter**

• Responsible for recruiting IT professional across the USA through direct phone sourcing, networking, referrals and expanded Internet sourcing. This includes screening resumes as well as posting jobs.  
• Search and screen resumes and identify possible matches. Preliminary interviewing and negotiations with identified candidates.  
• Experience working on skills like C, C++, System Administrator (HP-UNIX Admin, SUN Solaris System Admin, Embedded system engineer, Telecom Guys, VC++, Oracle DBA & Sybase DBA, ERP: People-Soft & Oracle Application.  
• Developing own relationships with present/potential clients, creating applicants database, applicant interviews, reference checks, client/employee relations, employee pay rates, client-billing rates. Sourcing through techniques such as Internet access, networking third party vendors.

**eTeam Infoservices Pvt Ltd:** **March – 2013 – May – 2013**

**Sr. Recruiter**

* Basic responsibility is to **recruit** people for various **Technical/IT** positions in US based Fortune 100 & 500 companies.
* We get a requirement from the client, we need to understand that requirement and then search for a perfect **candidate** on the internet using various job portals.
* After searching and coming to the result about a candidate, going through his resume and checking his skill sets as well as his/her experience.
* If he/she is a perfect fit for the position in terms of **skill set and experience**, then contact that person and **interview** him/her.
* During the interview, we **analyze** a person in terms of commitment towards the job, check on his technical skills, as well as **communication skills**.
* If the candidate is perfectly with the job title and the location and various other factors then we final the salary of the person in terms of rate per hour or annual basis.
* We **submit** that particular candidate after coming to a **mutual understanding** about the salary.
* If a particular person is considered for the interview by the hiring manager then inform him and confirm about the time and place of the interview with him.
* We usually **follow up** after the interview of the candidate is completed in two ways, from the hiring manager as well as the candidate.
* If a particular candidate is selected by the managers after the interview then we need to do a **background check** and various checks including his **criminal record**.
* We also stay in touch with the candidate until he joins the new job and get the feedback from him.
* Involved in marketing strategies for bench candidates and also involved in H1B Transfer Process.
* Responsible for efficient, effective and smooth administrative operation.
* Maintain & supervise the daily routine activities.

**Future Net Groups – Ahmedabad: May-2011 – Feb-2013**

**Sr. Recruiter**

Worked for Talent Acquisition by being responsible for the hiring process of candidates including: source, screen, interview, network, and offer. Providing consulting to hiring managers and department leaders in regards to people placement within the organization.

Supported the full talent acquisition lifecycle for assigned Information Technology requisites by performing the following duties:

**Sourcing, screening, interviewing, networking, analysis, and offer.**

Sourcing: Continually leverages online acquisition resources and Applicant Tracking System(s) to identify and recruit the best candidates.

**Screening and interviewing:**

Responsible for the interviewing processes by screening talent and accurately judges the fit of each candidate to a potential job, facilitates the in person interview process while maintaining a positive guest experience.

Worked directly with hiring managers to understand the technical requirements and terminology of the IT group to allow for quality screening of prospective employees.

Providing exemplary customer service to hiring managers and candidates. Supports the increase of internal referrals by communicating and encouraging the HIRE program.

Worked with clients handled Govt and Fedral contractors with secutriy+ security clearance polygraph tests candidates, Army Corps of Engineers Looked Martin Delloite (HP) Hewlett Packard etc.

Developed and maintained meaningful business relationships with hiring managers and other department leaders. Communicates effectively and efficiently with hiring managers/teams as reduced time to fill standards through the utilization of recruitment tools and standards.

Researches and communicates best practices in recruiting.

**FUTURA SOLUTIONS PVT. LTD., Ahmedabad, Gujarat - December-2006- March - 2010 Technical Recruiter USA)**

* Basic responsibility is to **recruit** people for various **Technical/IT** positions in US based Fortune 100 & 500 companies.
* We get a requirement from the client, we need to understand that requirement and then search for a perfect **candidate** on the internet using various job portals.
* After searching and coming to the result about a candidate, going through his resume and checking his skill sets as well as his/her experience.
* If he/she is a perfect fit for the position in terms of **skill set and experience**, then contact that person and **interview** him/her.
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* Responsible for efficient, effective and smooth administrative operation.
* Maintain & supervise the daily routine activities.

**Pripor Experience:**

Worked for Call Centers outbound USA, UK and Australia for almost three years Shimal and Chandigarh.

**EDUCATION:-**

* **Bachelor of Arts** From H.P.U