

Sakshi Singh
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SUMMARY

- Sr. Recruitment Consultant professional with over 4.8 years of experience only in US & UK staffing and also work on global requirements.
- I specialize in talent identification, acquisition and client communication.
- Following full life-cycle of recruiting starting from understanding the opening, sourcing the right candidate, technical interviews, negotiations, closing the deal and maintaining the relationship with client, consultants and Vendors.

TECHNICAL SKILLS

- SCADA : INTOUCH V 9.5, ALLEN BREDLY
- PLC : ALLEN BREDLY, RS – Logix 500
- Organization: CETPA INFOTECH PVT.LTD, (4 July to 31stjuly , 2013), Dehradun
- MatLab (Familiarity)

TRAINING

Generation and Distribution of Electricity
Dhakrani Hydro Power Plant, Dehradun

2012

ACHIEVEMENTS

- 2nd prize in maths quiz at Bhagalpur in 2009
- Got grade 'A' in B- certificate in 29 UK Battalion NCC, 2013
- Got top performer of the month in IMS people in March 2016
- Got top performer of the month in IMS people in December 2016
- Reward with certificate for Quality in IMS in December 2016

PROFESSIONAL EXPERIENCE

Xovec Global Solutions

June 2018-Present

Senior Recruitment consultant

- Working with IT, Banking, Networking, Gaming and Multimedia clients and building IT Teams in Poland and Europe.
- Headhunted, identified, Screened, shortlisted, interviewed, registered and referenced Suitable candidates.
- Built proper communication with the clients to identify their IT requirements and match candidates to vacant position and successfully placed a number of candidates across UK and Poland.

- Placing job advertisements across a range of online channels including LinkedIn, Social Media and multiple job platforms.
- Attending meetings with Clients to obtain further information on the company and requirements and to cultivate & enhance relationships to maximize business opportunities.
- Mentoring and helping team members throughout the recruitment process.
- Strong consulting, project management and account management skills , ability to organize and accomplish objectives independently and proactively

IT jobs : Designers, Developers, Azure Engineers, DevOps Engineers, Test Engineers, Architects, Business Analyst, Project Managers, Portfolio Managers, Incident manager, Security Engineers, Data analyst, DBAs and Scala Developers.

TalentRupt

June 2017 – May 2018

Sr. Recruitment Consultant

- Understand and work on the recruiting process starting from understanding Job requirements, posting on job boards and social networking sites, sourced candidates, validated candidates' candidature/resume, submittal of resume to Account Manager or Clients directly, scheduled interviews, followed-up with candidates upon confirmation from client till joining.
- Used job boards like Monster, Career Builder, Dice, Indeed, Ladders, LinkedIn and networking site and vendors to successfully source active and passive candidates.
- Successfully communicated with candidates via telephone, e-mail and the Internet to determine skills, experience, and areas for geographic employment, preferences, and availability.
- Checked with Candidate willingness to relocate to the Project location in case he/she is not a local Candidate.
- Negotiated salaries/bill rate with candidates/vendors to increase profits margin.
- Maintained excellent relationship with 3rd party vendors to source qualified candidates.
- Experience in recruiting across various technologies and levels (Junior/Middle/Senior) from Programmers to Project Managers, Developers, Analyst, DBA's, Architects, etc.
- Worked and closed Full-time, Contract, and Contract to Hire Job Positions.
- Worked and closed contract position with tax terms like W2 & Corp-To-Corp.
- Attended weekly & Monthly meetings & present Reports on Submissions, Interviews, Offers and Hires.
- Working experience with CITIZEN, GC, H1B, EAD, OPT, CPT candidates
- Hands on Experience on Mass Mailing & Web posting.
- Participate in implementing new recruiting technology, such as applicant tracking systems, Sourcing and screening tools

IMS PEOPLE (Selected by IMS People Campus selection board)

July 2015-May 2017

Sr. Technical Recruitment Consultant,

- Thorough knowledge of recruiting process from sourcing to recruiting for different employment types including W2, 1099 for US Citizens, GC, H1B, TN-1, OPT & EAD holders.

- Effectively sourced and placed professional globally and US.
- 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 and conference calls.
- Provide talented professionals to clients (Google, Dropbox, Coherent, Ebay, Shape Security, PG&E, PayPal and Duracell)
- Experience of various job boards like Dice, LinkedIn Recruiter, Career Builder, Monster, The Ladders, Indeed.
- Knowledge of ATS like Job diva, Open hire.
- Successfully placed talented Information Technology Professionals such as Invoice Analyst, Application Developer, Transport Control Technician, Audio Video Technician, Network Engineer, Project coordinator, System Engineer, Data analyst, Desktop Support Engineer, Equipment Technician etc.

EDUCATION

Bachelors of Technology in Electrical and Electronics Engineering
Uttarakhand Technical University, Dehradun

2011-2015

High Secondary Certificate (HSC)
GRRSVM, Bhagalpur, Bihar

2010

Secondary School Certificate
S.K.P. Vidya Vihar, Bhagalpur, Bihar

2008

