

**Objective:-**

To seek job in MNC which will provide me challenging targets and tremendous growth perspectives and thereby advancing my career.

**Professional Summary:-**

- IT Recruiter with experience in Domestic & International recruitment.
- Experienced in end to end recruitment.
- Exposure posting requirements on multiple job boards, sourcing, screening, scheduling, conducting & Taking Interviews till closure of requisitions.
- Excellent interpersonal and customer relationship management skills.

**Skills:-**

- Immensely talented and hardworking
- Great skills and team lead aptitude
- To be able to contribute to organization through service and responsibility
- Fluency and control over language
- Exceptional ability of encouraging and motivating team members consistently
- Ability to handle conflict situations among various departments, which occur quite frequently in MNC's.

**Professional Experience:-**

**IMS People**

**Mar 2018 to Sep 2018**

**Technical Recruiter**

- Responsible for managing Full Life Cycle recruiting process for all level of management.
- Proactively sourcing candidates via Internet search from Bullhorn, Dice, Monster, Indeed, Career Builder, and LinkedIn.
- Experience with Tax Terms & Visas - 1099/ W2 / C2C and OPT, CPT, H1B, TN, EAD, GC, and GC-EAD.
- Responsible for new hire rate / salary negotiations with candidates.
- Initial screening and profile matching with reference to Client's requirements including the educational qualifications, experience, skill-sets, Communication skills, Team Compatibility & Attitude.
- Scheduling interview for the candidates, and grooming them to give their best.
- Partnered with onsite team in determining priority of assignments and work flow management.
- Ability to make sound business decisions and managing team.
- Target to give the qualitative end clients, as much as possible.
- Reporting directly to Account Manager and Operations Manager.

**Adroit Hrs (Freelance)**

**Jul 2019 to Nov 2019**

**IT HR Recruiter**

- Sourcing candidate from Job Portals and full Recruitment Cycle.
- Partnering with hiring managers to determine staffing needs.
- Screening resumes.
- Performing in-person and phone interviews with candidates.
- Making recommendations to company hiring managers.
- Coordinating interviews with the hiring managers.
- Following up on the interview process status.
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved.
- Communicating employer information and benefits during screening process.
- Engaging with candidates till the process of joining.

**Tops Infosolutions Pvt Ltd**  
**Talent Acquisition Executive**

**Nov 2019 to Feb 2020**

- Work closely with Director and HR manager to develop position profiles, understand overall needs and requirements.
- Create a comprehensive job description based on specific requirements to be used to present to candidates and to post to job boards and internal gateways.
- Recruit top talent including sourcing, interviewing and reference checking.
- Partner with managers to determine requirements for the position and qualities of an ideal candidate.
- Post positions that will attract top talent/create advertising.
- Ensure that personnel requisitions are completed in a timely manner.
- Work with managers to create job descriptions and post job descriptions.
- Conduct reference checks.
- Conduct telephonic interviews and face-to-face interviews.
- Schedule interviews for internal and external applicants.
- Administer background investigations with administrative assistance.
- Partner with management to determine appropriate compensation packages.
- Draft offer letters.
- Manage the requisition log and applicant/interview/hire reports.
- Negotiate in remunerations
- Partner with other HR staff for event planning activities.
- Other miscellaneous duties as assigned.

**Xduce Technologies Pvt Ltd**

**Sep 2020 to Mar 2021**

**HR Executive**

- Working Closely with Delivery heads and Directors for Staffing needs.
- Involved in End to End Recruitment cycle.
- Starting from understanding the requirement, sourcing candidate from different job boards I.e. Naukri, Monster, Indeed, doing prescreening and personal interview, coordinating with hiring manager for final rounds.
- Preparing offer letter and Appointment letter.
- Involved in joining formalities.
- Induction and documentation of newly Joined employee.
- Responsible for sharing and describing the job opportunities to the candidates.
- Responsible for scheduling interviews of shortlisted candidates.
- To be the first point of contact if the candidate comes in for the interview.
- Administration for Tests for all the candidates.
- Responsible for prepare and maintain various MIS reports related to Recruitment.
- Database Management.

**Etech Global Services (Medallia)**

**May 2021 till Present**

**Jr. Talent Acquisition Specialist**

**Primary Responsibilities:**

1. Work closely with Hiring Managers to develop position profile and to understand overall needs and requirements. (Description, salary, timing, expectations, etc)
2. Create a comprehensive job description based on hiring manager specifications to be used to present to candidates and to post to job boards and internal gateways.
3. Work with Sourcing Analyst to develop appropriate sourcing strategies for each role.
4. With use of Enterprise applicant tracking technology and innovative recruiting tools, review and select candidates to move forward from the slate presented by sourcing efforts, determine and instruct next course of action.
5. Develop and Manage strong consultative relationships with hiring managers and candidates.
6. Solicit and document hiring manager and candidate feedback throughout the interview process.
7. Disposition all candidates personally contacted in recruiting cycle (phone screen or higher manager interview).
8. Have worked on niche IT roles.

**Secondary Responsibilities:**

1. Participate in recruitment knowledge sharing and best practices.
2. Manage the recruiting process to meet hiring goals through the use of effective resource management and effective use of Enterprise applicant tracking system.
3. Consistently meet the performance metrics as defined by the Director of Recruiting.
4. Provide reporting and regular status updates to the Director of Recruiting and Hiring Manager as required.
5. Solicit referrals from potential talent and internal employees/recent hires.

**Areas of Strength:-**

- Multi location recruitment.
- IT/Non-IT recruitment.
- Good at human relations.
- Commitment towards work.
- Active team player.
- Punctual and Flexible.
- Excellent Communication.

**Educational Background:-****SSC**

Airport School Ahmedabad

**HSC**

Amrut School Ahmedabad Cantt

**Achievements: -**

- 1st Dan Karate Black Belt holder.
- Runner up in ISKU International South Asia Karate Tournament.