**Ankit Joshi**

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I hold Bachelor degree in commerce and have recent 4 years’ experience in US IT Recruitment. Supported fortune 500 client in recruitment process. Expertise in sourcing using ATS, Dise, Monster, Career Builder and LinkedIn. I have supported Telecom client in technical and functional both kind of requirements.

# Work Experience

Sr. Technical Recruiter

Primus Software

May 2022 to Present

* Supporting one of the top telecom clients with full life cycle of recruitment process.
* Conduct search on various platform like Dice, Monster and CB using internal ATS – Ceipal; evaluate the talent on different parameters like experience, technical skills and communication skills.
* Submit the right talent in shortest period of time with the best rate on client’s portal.
* Keep the relation with consultant warm until we get interview from the client. Guide and prepare talent for the interview process. Take feedback after completing the interview and report to the manager.
* Keep track record of submitted and shortlisted consultants. Stay in touch with the strong consultant for future requirements.
* Report to the manager on daily basis.

## Recruiter

Orion Innovation (SNDK Corp)

Sep 2021 to April 2022

* Full life cycle recruiting process to include sourcing and identifying candidates,  
  phone screening, negotiating pay rates, submitting resumes on Client’s Portal,  
  scheduling client interviews and conducting follow-ups.
* Thorough primary screening of the candidate to evaluate various  
  parameters like experience, technical skills, communication skills, pays rate,  
  education etc.
* Foster long term relationships with candidates.
* Maintain records on candidates, submissions, interviews, placements and  
  other candidate’s remarks on an internal database.
* Utilize Internal ATS – Traxx for entire recruitment process and maintain daily  
  Excel spreadsheet which tracks all submissions, interviews, fills for all the  
  assigned clients.

## Technical Recruiter

Aditi Consulting

July 2019 to June 2020

* Responsible to work on assigned job requirements of fortune 500 company of USA.
* Review and understand the job requirements and explore all possible platforms (i.e Monster, Dice, CB, indeed, Linkedin)
* Identify the strong candidates in minimum time and screen them over a call. Verify skills and required qualification against the assigned job requirements.
* Negotiate rate with the candidate and get all required documents from the candidate.
* Responsible to submit the candidate on ATS as well as VMS after getting approval from account manager.
* Foster long term relationships with candidates.
* Report to the TL and Account manager on daily basis.

## Technical Recruiter

Ohm Systems

September 2018 to February 2019

* Work on assigned jobs and explore all possible platforms and methodologies to source candidates.
* Evaluate candidate during phone screening to verify skills and information mentioned on resume against the technical requirement of the job.
* Get all required information, documents and authorization before submitting to Account manager
* Do follow-ups and get feedback from candidate post interview.
* Build long-term relations with candidates seeking employment according to job flow and future requirements.

## Customer Service Representative

Motif Inc

April 2014 to April 2015

* Responsible to handle backend and E-mail process of Affiliate Marketing Company.
* Help publisher to maintain their quality of their blogs or website.
* Evaluate the products according to their category.
* Handling critical issues and ensure the task completion with client satisfaction.
* Responsible to Complete the task within given time period and forward that report to the client and report to the TL or Manager.

## Client Service Executive

Medusind Solutions

December 2011 to December 2012

* Handled the workers' compensation cases for US based insurance company.
* Analyze the fax which contains the details of patient's treatment and diagnosis.
* Initiate the case and create a claim according diagnosis and treatment.
* Coordinate with provider office via Call to get missing information of patient.
* Responsible to completing the task within TAT and report to the team coach and manager.

**Customer supports Officer** Mphasis an HP Company September 2008 to June 2011

Handled the customers of entire Gujarat region.

* Answer the customer's calls regarding their issues with their prepaid connection.
* Perform the troubleshooting and resolve problem regarding GPRS or Internet.
* Achieve the target of quality and customer satisfaction with given time period.

# Education

## B.Com

Patel Arts & Commerce college June 2008

# Skills / IT Skills

# Talent acquistion, recruitment, client servicing, Business development