**CHETAN GHEDIYA**

**SUMMARY**

* Over **NINE** years & **TEN** months of total experience in **US IT & Non IT Staffing** **Services**, **Finance**, **Insurance**, **Retail**, and **BPO**. Possess strong knowledge of **financial products** and **Telecom Services**.
* Dynamic & result-oriented individual with **SIX** years and **FIVE** months of **US IT Recruitment** experience.
* Over **FIVE** years of experience in Managing a Team of, **Sales Executives** – **Recruiters, Business development** and **Bench Sales Marketing.**
* Having **FIVE** years of professional experience in recruiting **Non-IT** professionals.
* Very nice understanding of Visas like **H1B1, E3, REFUGEE EAD, H4EAD, GCEAD, GC, US CITIZEN, OPTEAD, CPTEAD, TN VISA**.
* Excellent understanding of using Job portals like Dice.com, Mymonster.com, Net-temps.com, Techfetch.com, Ziprcruiter.com, Indeed.com, CareerBuilder.com, Googlegroups and linkedin.
* Strong technical/business acumen and understanding of technical requirements; deep sourcing skills and experience sourcing passive candidates; excellent candidate assessment skills.
* Excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
* A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills.
* Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity. Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously.

**TECHNICAL SKILLS**

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| --- | --- |
| **Programing Language** | C, C++, COBOL/Mainframe, SAS, IBM SPSS, R, BigData Hadoop, Java, J2EE, PHP, Visual basic, ASP, Flex, Coldfusion, .NET: C#, ASP.NET, VB.NET, |
| **Database** | SQL Server, Oracle, Netezza, Foxpro, Mango DB, Postgre SQL, MySQL, Greenplum, Sybase, MS Access, NO SQL, IBM DB2, SQLite, Oracle Exadata and Oracle GoldenGate. |
| **Scripting Language** | VBscript, Javascript, HQL, Kern, Shell, UNIX/Linux shell scripting, Perl, Python, Ruby, Power shell, XML, Bash, AWK, Groovy & Grails. |
| **Operating Systems** | Windows 95/98/2000/NT, Windows Professionals, Windows XP, Windows 7, Windows Vista, Window 8, Windows 10 UNIX – Linux, AIX, HP-UX, IBM Z/OS, Solaris, MAC OS |
| **Web Technologies** | HTML5/ CSS3, JavaScript/DHTML, Sencha, AngularJS, BackBoneJS, NodeJS,KnockoutJS jQuery, JSP, AJAX, Dreamweaver, Web services – REST, API, SOAP UI, DOM |
| **Windows Services** | WCF, WPF, Winforms |
| **Web Servers** | Apache, Tomcat, IIS Server, Web Logic, WebSPhere, Wamp, Zamp, |
| **SAP Technologies** | SAP, ABAP, SAP HANA, SAP FICO, SAP SD, SAP MM, SAP OTC, SAP HR, SAP MII |
| **MS Office** | MS Outlook, MS Word, MS Excel |
| **Engineering** | Civil, Mechanical, Electrical, Plastics. |
| **Technicians** | Electrician, Turner, Fitter, Welders |
| **Banking & Insurance** | Telller, Billing Specialist, Equity Fund Manager, Insurance Underwriter, Claims Analyst |

**EXPERIENCE**

**Cyberthink Inc. Oct 15 to Present**

**Team Lead / Sr. Sales Executive/Sr. Technical Recruiter**

A leading provider of full range staffing and services in the United States, cyberThink has successfully helped countless companies to identify, attract and recruit talented professional employees at all levels.

Along with this effort cyberThink has successfully assisted individuals to vastly improve their careers and find new opportunities by connecting first-rate tech talent with leading companies. We use our intuition, flexibility and comprehensive resources to recognize the needs of leading tech companies and help partner them with top technical and leadership talent.

**As a Sr. Sales Executive**

* Involved in Full life Cycle of Sales Recruitment
* Involved in End to End in US International Recruitment Process.
* sourcing, identifying, the Requirements from Top vendors to place Consultants in quick turnaround time in contract, contract-to-hire and permanent positions
* Responsible for full cycle of end to end recruitment.
* Establish and maintain a good relationship with the employees, vendors and the clients
* Marketing our bench own consultants to the suitable requirements
* Collect sort and distribute mails
* Expanded network of the company with large IT groups like HCL America, L&T, TechMahindra, Cognizant, TCS, Tavant, Capgemini, iGate, Vertusa Polaris, NTT Data, Wipro, Mphasis, Deloitte, Accenture, Infosys, Fujitsu, CSC, Modis etc.
* Support our team during walk-in’s at the client end.
* Maintain the Database of the profiles screened and submitted.
* Marketing our bench own consultants to the suitable requirements
* Expenses Reimbursement
* Updating the skills and billing details of consultants in Zoniac
* Received appreciation for voluntarily assisting auditing activitiess
* submitting, scheduling interview, follow up with Vendors, negotiation of offers
* Excellent record of accomplishment in all positions held.
* Posting their resumes into Dice, Monster, Hot jobs, Net-temps etc
* Having the resumes of my candidates updated as and when required based on the requirement.
* An articulate, positive representative for a company and its Business mission
* Submitting the Profiles to the Concern Lead or Client Manager.
* Making Follow ups with different vendors for previously submitted positions.

**As a Sr. Technical Recruiter**

* Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline.
* Assigned the tasks of utilizing on-line database, candidate referrals, internet and networking to identify potential candidates.
* Assigned the tasks of negotiating offers with candidates to meet target gross margins of the organization.
* Established business contacts in target markets through telemarketing, direct
* mail campaigns, and vendor relationships.
* Responsible for recruiting and maintaining good relationship with existing candidates of the organization.
* Performed recruitment tasks by applying the policies, rules and procedures of the organization.
* Responsible for market research and analysis
* Responsible for handing whole life cycle recruitment, including candidate’s identification, interview, evaluation, salary negotiation, interview scheduling, and post interview aspects such as follow-up with the vendor for interview feedback, POs and Contracts.
* Handling a team of recruiters, assigning work to the recruiters and fulfilling the client’s requirements by submitting best-fit profiles.
* Work according to multiple requirements in a high growth multitasking environment
* Business Development through Cold Calling, Email Campaigns and Internet searches.
* Identifying End-Clients and generating leads for Resource Mgmt and Staff Augmentations
* Interviewing and short-listing consultants before submitting to the Client/Vendor.
* Retaining existing vendors by regular follow-ups through e-mails and cold calling.
* Building relationship with new vendors to generate business.
* Pay Rates Negotiation with Employers and Vendors.
* Perform all staffing functions needed to fill our clients open job requirements.
* Scheduling Interviews for Consultants and guiding them at the time of interview by providing the information of the client.
* Involved in training, managing, my team relating to Sales Marketing, contracts, negotiating process.

**Rang Technologies Inc. Mar 15 to Oct 15**

**Lead IT Recruiter/HR Executive**

**Responsibilities:**

* Currently enhancing my skills as a Professional to identify, screen, interview, present, and hire qualified candidates for contract and permanent positions. I have been responsible for supporting technical consultants beyond the workplace, by offering consultants unique benefits specific to their career goals and interests.
* Exceeded yearly companywide goals set for revenue by placing Senior level Program Managers, Project Managers, Business Analysts, Data Analyst, Business Analytics, Predictive Analyst, Credit Risk Analyst, Data Modeler, Risk Analyst, Software Developers (SAS, R, Bigdata (Hadoop), Java, C#/.NET, SQL, Oracle, Salesforce, Netezza, Teradata, Greenplum,), System Administrators / Engineers, Network Engineers, and IT Technicians.
* Match candidates' strengths with clients' requirements by evaluating, screening, and interviewing candidates.
* Manage contract employees while on assignment. Assess and investigate contractor related problems, and administer performance counseling, coaching, and disciplinary measures when necessary.
* Work with Account Managers to identify top accounts, target skill sets, key market segments, and qualify / assess clients' staffing requirements.
* Lead and mentor junior and senior level recruiters in onboarding, development, recruitment strategies, candidate sourcing and candidate screening.
* Meet with external hiring managers to develop or update job descriptions and present qualified candidates.
* Communicate effectively with others in order to create a productive and diverse environment.
* Communicate with peers by sharing recruiting "best practices" and providing accurate, thorough documentation on applicant tracking systems or other documentation tools.
* Maintain relationships with industry contacts to provide exemplary customer service, gain industry knowledge, and obtain referrals and sales leads.
* Complete necessary pre-employment processes including reference checks and background/drug tests.
* Marketing Bench Consultants and Recruiting and managing a team both of Business Development Executives and Technical Recruiters.
* Submitting consultants for matching requirement.
* Maintaining positive relationship with vendors.
* Desperately using portals dice and corp to corp for floating requirements.
* Uploading profiles in dice and corp-corp.
* Checking updates in Google groups and social networking sites like Linked in., Dice, Career builder, Monster, Indeed and Net-Temps.
* Always maintaining minimum number of rate confirmation and client submittals per day.
* Researching direct client vendors.
* Maintain good rates and always try to close the deals on good rate with vendors.
* Rechecking with vendors about end clients and client details to avoid double submittals.
* Following up with the Consultants or Vendors regarding the Paper work.
* Documenting the details of placements, Business Clients, and Consultants.
* Maintaining a systematic and comprehensive database of all Tier one vendors/Business partners.
* Supported and demonstrated the company's mission, vision, and core values
* Involved in Full life Cycle of Sales Recruitment
* Involved in End to End in US International Recruitment Process.
* Sourcing, identifying, the Requirements from Top vendors to place Consultants in quick turnaround time in contract.
* Establish and maintain a good relationship with the employees, vendors and the clients
* submitting, scheduling interview, follow up with Vendors, negotiation of offers
* Excellent record of accomplishment in all positions held.
* Having the resumes of my candidates updated as and when required based on the requirement.
* Reduce Bench and assure not more than a dedicated count
* Preparing daily, weekly and monthly reports then forward to hierarchy. Follow up with clients regarding the status of submitted candidates and updated the same to consultant.
* Preparing Job Specifications based on the requirements. Well experienced in maintenance of Jobs and Resumes Posted on Jobsites. Posting of jobs and resumes of consultants on Dice maintaining these postings and using them for the best results.
* Drafting and sending the Master Agreement and Purchase Orders on Closures.
* Ability to operate independently and competently generate a team environment

**HR**

* Publishing job requirements in internet and sourcing resumes.
* Scheduling and coordinating interviews.
* Maintenance of personnel files & Employee database.
* Maintenance of attendance, leave records.

**Mintex Tech., Inc. Mar 13 to Feb 15**

**Role: Assistant Manager**

**Responsibilities:**

* Handling full life cycle Sales and Recruiting activities for US to include; Posting Positions, Prescreening & Interviewing candidates over phone, obtaining leads and reference checking, client interview arrangements, closing and offer preparation.
* Responsible for closures of technical professionals into both contract and permanent employment opportunities.
* Has strong experience with high volume recruiting. Possess strong sense of Urgency, Flexibility.
* Working with Accounts / Resource managers on all staffing related issues, such as recruitment, selection of candidates, offers, salary negotiation, interview techniques and closing candidates. --Discuss the "core" of the job description, and deliver exceptional IT candidates in a timely fashion.
* Gathering and maintaining placement statistics for client and internal reports and benchmarking purposes.
* Negotiating, Reviewing and Executing Master Agreements and Bill Rates with Vendors and Clients.
* Performing reference checks and arranged drug screens and background checks on applicants.
* Developing effective and innovative recruiting strategies for attracting and sourcing high quality technical candidates for client companies.
* Forming strategic partnerships with senior management to determine staffing needs.
* Participating in weekly recruitment meetings, conference calls, focusing on troubleshooting difficult positions and managing client issues.
* Developing and maintaining network to assist in identifying and sourcing qualified candidates.
* Network and maintain relationships with key candidate communities for short and/or long term opportunities.
* Extensively used Job Portals like, Dice.com, Mymonster.com, Net-temps.com, Techfetch.com, Googlegroups and linkedin.
* Recruiting experience related to varied skills and technologies like ERP, CRM, Data warehousing, Database experts, systems administration, Internet Technologies. Embedded systems, Telecom/Datacom, and Networking.
* Recruiting experience related to varied **Non-IT** skills like, Accountant, Financial Analyst, Fund Manager, Teller Coordinator, Personal Banker, Plastic Engineers, Mechanical Engineers, Civil Engineers, Electrical Engineers, Telecom Engineers, Chemical Engineers, Electronics Technician, Clerks, Back office Executive, Technical support, Customer Service Representative, Welders,
* Create and maintain a custom database of candidate contacts and job requisitions from open to close.
* Posting and maintaining jobs online.
* Pre-interview preparation and post-interview follow-up.
* Interviewed candidates to establish a relationship by conducting personal interviews to match skills to a specific client job order while adhering to labor and employment laws.
* Extensively worked on negotiating of rates on W2/1099/FULL TIME/Contract to Hire/Right to Hire.

**Paramount Software Solutions, Inc. May 11 to Feb 13**

Paramount Software Solutions, Inc is your partner in technology solutions. We blend creative, strategic planning with expert knowledge to tackle the toughest challenges for businesses.

We know that a business builds its foundation on information technology. Our services include IT staffing and outsourcing, IT consulting, and project management. IT managers and executives can also count on our expertise in security and control, compliance, and disaster recovery planning.

Our IT consulting firm also specializes in a wide range of information technology solutions for your company, including network management, system assessment, project management, network design, integration and security, application development, risk assessment, contingency planning, compliance consulting, data warehousing, and many other information technology services and IT operations.

**Role: Assistant Manager / Sr. Technical Recruiter**

**Responsibilities:**

* Recruiting and interviewing potential candidates ethically to select highest quality hires. Refine and review job requisitions, defining and validating key position requirements (i.e. education, experience, Technical competencies, travel and/or relocation requirements) Use traditional and non-traditional resources to identify and attract quality candidates Source, Recruit, and Pre-screen candidates for a variety of skill sets Assess the qualifications of the candidates to determine whether if they match the job requirements.
* Worked as an Assistant Manager and managing a team of 18 People. 12 Recruiters and 6 Sales Executives.
* Extensively used Job Portals like, Dice.com, Mymonster.com, Net-temps.com, Techfetch.com, Googlegroups and linkedin.
* Recruiting **IT & Non IT** professionals like Internet Technologies, ERP, CRM, Telecom/Datacom, Networking, Database experts, systems administration. Embedded systems, Data warehousing, **Engineers** (Chemical, Telecom, Electrical, Mechanical, Civil), Clerks, Technical Support, Cashier, Operations Executive, Sales Representative, **Banking & Insurance** (Personal Banker, Investment Manager, Equity Fund Manager, Underwriter, Claim Analyst, Billing Specialist, Tellers.)
* Review resumes of candidates submitting interest to open requisitions Participate in interviews and integrate information gained about candidates with team Determine job offer details; negotiate, prepare and extend new-hire offers.
* Communicate offers or rejections to candidates. Maintain a pipeline of qualified candidates for future consideration.
* Develop and provide weekly and monthly recruiting reports. Establish trust and confidence by maintaining a high level of credibility, integrity, and skilled communications with managers, peers and candidates.
* Work well in a team and support fellow team members towards a common goal of making placements, carry out background checks / reference checks / hiring paperwork.

**CyberThink Infotech Pvt Ltd, Ahmedabad, India Jan 10 – May 11**

CyberThink InfoTech Pvt. Ltd. is an ISO 9001 Certified Company. CyberThink InfoTech Pvt. Ltd. (C.I.P.L.) is affiliated with cyberThink, Inc. based in New Jersey, USA which has having the branch office in UK. CyberThink is giving solutions to fortune 500 companies in USA. CyberThink was formed in 1996 by merging resources from 3 technical consulting companies. CyberThink was ranked 75th with Immigration and Naturalization Service in 1999. It is the one of the fastest growing company in the USA.

**Role: Technical Recruiter**

**Responsibilities:**

* Responsible for full life cycle of recruitment process.
* Worked on contract as well as permanent positions.
* Owned full-cycle recruiting: interviewed, offered, negotiated and closed candidates for assigned requisitions.
* Recruited for all levels of candidates from developers to project managers.
* Coached and mentored consultants and placed them on client projects.
* In-project follow-up activities with clients and consultants.
* Maintained up-to-date knowledge of top Pure Networks business/technical and policy initiatives and competitors.
* Extensively used Job Portals like, Dice.com, Mymonster.com, Net-temps.com, Techfetch.com, Googlegroups and linkedin.
* Developed creative resources and networking activities to attract qualified candidates interested in contract, contract to hire, and direct placement employment.
* Qualified candidates for appropriate positions through a process of sourcing, screening, and interviewing.
* Performed reference checks, negotiated terms and rates for each project, coordinated the interview process, extended offers, and closed candidates.
* Responsible for managing Back office Department.

**Virtual BPO Services, Ahmedabad, India Oct-09 - Jan 10**

Virtual Services was established in 2004 and since then have undertaken several critical BPO and Call Center projects for our respected clients located internationally to the complete satisfaction of our clients.

**Role: Customer Service Representative**

**Responsibilities:**

* Outbound Process Call Centre operations for Payday Loan, Auto loan Process. Making calls for Sales, verification and follow up.

**Vodafone India Services Private Ltd, Ahmedabad, India Feb 09 –Oct-09**

As part of the global business transformation initiative Vodafone Group is setting up a captive shared service for its Finance, HR and Supply Chain.

**Role: Customer Service Representative**

**Responsibilities:**

* In Rajasthan Process Inbound and Outbound call center Operations, Customer query resolution, solving problems for product and services, Generating Leads for Prepaid to postpaid migration.

**Reliance Financial Distribution and Advisory Services Limited, Jamnagar, India**

**Dec 07 –Feb 09**

Reliance Financial Distribution and Advisory Services Limited is a subsidiary company of Reliance Retail Ltd. Reliance Retail Ltd is an endeavor of RIL - Reliance Industries Limited to revolutionize the entire retail business in India. They have established a countrywide network of retail outlets in mixed formats to give a world class shopping experience to the Indian consumers.

**Role: Membership Service Representative**

**Responsibilities:**

* Managing sales of Financial [Retail GI and Consumer Finance], Payment [Prepaid Recharge and Bill Pay] & Loyalty Sales of Membership Products and achieving set Goals.
* Launching the New Financial Services like General Insurance, Consumer Finance, E-Recharge, and Pre-loaded Cards operation functionality in all kinds of Reliance Retail Outlets.
* Profitability of the outlet - Responsible for Data Management, Revenue & Loyalty sales for Membership & GI Business for GJ State. Conducting Product and SOP Training for all Products at regular interval.
* Managing Operation of General Insurance, consumer Finance and Personal Loan. Monitoring Reconciliation, Revenue MIS, Loyalty Sales and Issuance.

**Achievements:** Every month I had been selected for best performer in business among all Reliance Retail Outlets in Gujarat.

**Reliance Money Ltd., Jamnagar, India Aug 06 - Dec 07**

An Online Share & Stock Trading Portal in India, Reliance Money provides share brokers who offer derivative & equity trading services.

**Role: Customer Service Executive**

**Responsibilities:**

* Customer service operations, managing daily MIS for applications, Generating lead Selling of Life & General Insurances, Trading services for equities and commodities, Mutual Fund

**ICICI Prudential Life Insurance Co. Ltd Aug 05 – Mar 12**

ICICI Prudential Life Insurance Company is a joint venture between ICICI Bank - one of India's foremost financial services companies-and prudential plc. - A leading international financial services group headquartered in the United Kingdom. Total capital infusion stands at Rs. 47.80 billion, with ICICI Bank holding a stake of 74% and Prudential plc. Holding 26%.

**Role: Life Insurance Advisor**

**Responsibilities:**

* Responsible for providing best services to my clients, responsible for better financial planning by providing them right insurance products according to their need.

**EDUCATION**

**Bachelor in Computer Applications**, Saurashtra University Jamnagar. India, 2007.