# Name: Hrishikesh Gor

**Email-ID-** [**hrishigor312@gmail.com**](mailto:hrishigor312@gmail.com) **Contact: 9574469294**

**Technical Recruiter / Human resource specialist / Talent Acquisition Specialist SUMMARY:**

* Experienced professional with around 6 years of experience as Human resource specialist / Technical Recruiter /Talent Acquisition Specialist.
* Talent acquisition refers to the process to be used for recruiting, tracking, interviewing job candidates, on boarding and training new employees which is a function of the Human Resources (HR) department.
* Recruitment is essentially one aspect of HR which primarily deals with the recruitment and hiring of new staff.
* Performed full-cycle recruiting for technical and non-technical candidates for contract and permanent opportunities.
* Responsible for all aspects of the sourcing and hiring of IT professionals to fill technical positions.
* Conduct preliminary technical and HR interview to assess technical skill level, as well as communication skills, location preferences, salary expectations.
* Created job descriptions and posted on the applicant tracking system (ATS) like Source pros and Ceipal.
* Manage a strategic recruiting process from stem-to stern; from needs assessment, to ideal persona identification, sourcing, interviewing and retention of candidates.
* Knowledge about all types of Visa status of USA and Canada.
* Worked on all types of IT, Pharma, Healthcare, Clinical, Non IT requirements and maintained all the client’s updates.
* Excellent communications skills.
* Receiving & reviewing candidate resumes, managing interviews & shortlisting of candidates for clients.
* Efficiently filled open positions and recruited professionals for Fortune 500 clients.(Verizon, Pfizer, NYC client, Novartis, PSEG, BMS, Celgene, Pitney Bowes, Cargill, J&J, Sanofi, Motorola, NYPA, National Grid, AstraZeneca, JP Morgan chase, Mphasis, L&T, Morgan Stanley, Accenture, Sasktel, Alltech , HCL etc.)
* Proficient in MS Word, Excel, Outlook.
* Extensively used ATS and Boolean search techniques to find passive leads within various online sources and processed referral program leads.
* Well versed with client portals like Wand, SAP Field glass, Beeline.
* Excellent experience working on the recruitment process for contract, W2, Corp-Corp, 1099 etc.
* Performed full-cycle recruiting for technical and non-technical candidates for contract and permanent opportunities.
* Ability to maintain the healthy relations.

# SKILLS:

* Recruitment strategies
* Talent management
* HR Interviewing
* Understanding of technical jobs
* Relationship building
* Wages and Salary
* Pre-employment screening
* On boarding of candidates
* Scheduling
* Rate negotiation capabilities
* Benefits and compensation
* Training and development
* ATS – Ceipal & Sourcepros
* Strong verbal and written communication skills

# PROFESSIONAL EXPERIENCE:

**Mintex Tech – Partner to Grow August 2019 – Present Technical Recruiter/ Human resource specialist**

**Responsibilities:**

* Performed full-cycle recruiting for technical and non-technical candidates for contract and permanent opportunities.
* Accomplishing end-to-end HR recruitment process with different companies across the United States and Canada.
* Support clients in the Telecommunications, IT, Healthcare and Pharma Sectors.
* Receive IT job requirements from vendors/implementation partners, end clients and provide consultants/candidates/professionals accordingly.
* Knowledge about all types of Visa status of USA and Canada.
* Working experience with clients in Canada and US.
* Experience about screening Visa copies of the candidates.
* Managed postings on various job boards (i.e. Monster, Dice, Career Builder, Linkedin, other recruiters etc).
* Screening candidates and matching them closely with the role requirements.
* Recruit talent in the IT, Non IT, engineering, Healthcare, finance & accounting, and energy & utility areas on a daily basis.
* Worked on different open positions for clients like JP Morgan chase, Mphasis, L&T, Morgan Stanley, Accenture, Sasktel, Alltech , HCL, CGI etc.
* Excellent experience working on the recruitment process for contract, W2, Corp-Corp,1099 etc.
* Extensively used ATS and Boolean search techniques to find passive leads within various online sources and processed referral program leads.
* Working on requirements like Project Managers/Leaders, Admin assistant, Programmers, Software Engineers, System Administrators, Clinical trial associates, Registered Nurse, Physicians, Drug safety associates, Clinical research associates etc.
* Receiving & reviewing candidate resumes, managing interviews & shortlisting of candidates for clients.
* Preparing CV’s & correspondence to forward to clients in respect to suitable applicants.
* Prior to client submission, negotiated rates and discussed company policies, pay scales, training schedules, probationary period and protocols in details.
* Understand the junior members as individuals - personality, skills, strengths, needs, aims and fears.
* Assist and support individuals - plans, problems, challenges, highs and lows.
* Sourced passive candidates using Boolean search techniques via job boards.
* Processed online applicants and promoted clients’ internal referral programs.

# RIPL Technologies Pvt Ltd July 2017 – August 2019 Junior Technical Recruiter/ Human resource specialist

**Responsibilities:**

* Managed full cycle of recruitment - Source, screen, validate, offer, and close resources for job requirements.
* Responsible for all types of IT and Non IT requirements and maintaining all the client’s updates.
* Support clients in the Telecommunications, Energy & Utility, Healthcare and Pharma Sectors.
* Worked on requirements like Project Managers/Leaders, Admin assistant, Programmers, Software Engineers, System Administrators, Clinical trial associates, RN, Physicians, Drug safety associates, Clinical research associates etc.
* Conduct preliminary technical and HR interview to assess technical skill level, as well as communication skills, location preferences, salary expectations.
* Work closely with HR Representative for resource hiring.
* Efficiently filled open positions for Fortune 500 clients.(Verizon, Pfizer, NYC client, Novartis, PSEG, BMS, Celgene, Pitney Bowes, Cargill, J&J, Sanofi, Motorola, NYPA, National Grid, AstraZeneca etc.)
* Recruit talent in the IT, Non IT, engineering, Healthcare, finance & accounting, and energy & utility areas on a daily basis.
* Well versed with client portals like Wand, SAP Field glass, Beeline.
* Good experience working on the recruitment process for contract, W2, Corp-Corp etc.
* Ability to handle volume recruiting in a fast paced, (un) structured environment, adhering to strict deadlines with strong sense of urgency, flexibility, and adaptability.
* Developed a good understanding of client companies & their industries.
* Managed postings on various job boards (i.e. Monster, Dice, CareerBuilder)
* Used candidate database to match the right candidate matching to the client vacancy.
* Receiving & reviewing candidate resumes, managing interviews & shortlisting of candidates for clients.
* Briefing the candidates about the job responsibilities salary & benefits of the job.
* Prepared CV’s & correspondence to forward to clients in respect to suitable applicants.
* Understand the junior members as individuals - personality, skills, strengths, needs, aims and fears.
* Assisted and support individuals - plans, problems, challenges, highs and lows.

# Nalanda Edutech Pvt Ltd. October 2015 – June 2017 HR Recruiter/ Executive

**Responsibilities:**

* Experience with end to end recruitment: Sourcing, staffing, scoping, and on boarding candidates for the domestic clients of the company.
* Good experience of Campus Recruitment/ Off Campus Hiring.
* Handling team of 4 people.
* Worked in the areas of Staffing, recruiting, sourcing, head hunting, Team Handling, Reporting, Vendor Management, Sourcing, Interviewing, and Campus Recruitment.
* Calling active and budding students to take admission with our particularly tied up colleges.
* Explain about admission procedures and courses offered to the prospective students and their parents.
* Support the students throughout the admission process by answering to their queries and helping them to complete the required documents.
* Maintain the target metrics by converting prospective students into confirmed admission and succeed in achieving the performance goals.
* Welcomes prospective students by processing paperwork, arranging and conducting campus tours, conducting follow-up activities such as phone calling campaigns.
* Maintain regular communication with students, parents and colleagues for coordinating admission activities and resolving problems.

# EDUCATIONAL QUALIFICATION:

# Gujarat Power Engineering and Research Institute, Mehsana (GTU) 2011 – 2015

B.E. Electrical Engineering (CGPA: 6.99 (First Class))

# A-one High School (GSEB) 2011

XII Science in Mathematics

# A-one High School (GSEB) 2009

X Board

# CERTIFICATIONS:

Cambridge Assessment English – Business Vantage from University of Cambridge Cambridge Assessment English from University of Cambridge