**Janak Pandya**

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http://in.linkedin.com/pub/janak-pandya/5a/790/884/

**Summary:**

* MBA in Human Resources Management with strong experience in all aspects of recruitment functions
* Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.
* Ability of adaptability and flexibility on changing environment
* Possess excellent organizational and [interpersonal skills](http://www.bestsampleresume.com/sample-administration-resume/administration-office-resume.html)
* Portals Used: Dice, Monster, Career Builder ,Naukri
* End to End recruitment

**Methods to Source Profiles:**

* Screening from job portals.
* Mass mailing to Candidates
* Job Posting of the requirements on portals.
* Employee References.
* Using Networks [LinkedIn](http://humanresources.about.com/od/recruiting/a/recruit_linked.htm)

**Professional Experience:**

## **Freelance Recruiter at Consulting Pandits Feb 2020 – Mar 2021**

* Responsible for handling IT requirements and Non-IT requirements
* Recruitment tools (Naukri and Indeed)
* Proficient in Passive search which embraces sourcing through Google, LinkedIn, Hirist.
* Matched CVs in the database as per the client’s requirement.
* Managed resume database
* Negotiation

**Medical Leave Apr 2019 – Jan 2021**

**eTeam Info Services Private Limited, Ahmedabad May 2015 – Apr 2019**

**Recruiting Lead**

* Handling a team of 8 recruiters which includes freshers.
* Establish and manage team and individual goals to achieve plan
* Drive recruitment process by managing daily requisition flow and setting priorities
* Provide metrics to leadership to identify areas of success & improvement for team.
* Develop and build strong relationships with the Account Executive team through a collaborative & consultative approach to ensure full job requisitions are prioritized.
* Key liaison between delivery team and sales/management
* Recruit, train, and mentor new and existing IT recruiters
* Meet individual revenue, margin, and contribution objectives.
* Assist in establishing long-term strategy and plans for recruitment delivery

**Sr. Technical Recruiter May 2015 – Jun 2018**

* Responsible for handling IT requirements and Non-IT requirements from US based clients
* Responsible to work on Contract, Permanent & C2H (Contract to Hire) position.
* Successfully involved in recruiting all kind of consultants like US Citizens, Green Cards, EAD, H1Bs & TN visa.
* Recruitment tools (Monster, CleranceJob, Dice and Indeed)
* Proficient in Passive search which embraces sourcing through Google, DuckDuckGo and Exalead.
* Matched CVs in the database as per the client’s requirement.
* Managed resume database
* Worked on IQNavigator (VMS), Fieldglass, Wand, ZeroChaos
* Expert in rate negotiation with vendors and Short listing.
* Negotiated salaries on behalf of the clients and the candidates.
* Responsible for achieving a good conversion ratio of submittals into interview and placement.
* Responsible for Strategy Development process which includes understanding client requirements & mapping the relevant targets.
* Expert level proficiency fetching candidates through X-Ray search (Internet sourcing) and

Chiefly through social media website (LinkedIn)

**Other responsibilities include:**

* Pre-screening,
* Pre- Interviewing and Appropriate
* presentation to the customer, Salary Dialogs,
* Assisting in hiring documentation and
* Coordination till the expiration of project.

**UNIQUESYSTEM SKILLS LLC, Pune Apr 2012 – May 2015**

**US IT Recruiter**

**UNIQUE SYSTEM SKILLS** is IT recruiting, training and consulting company, serving 8+clients during last 5 years with 700+ placements. Empanelled with top companies in IT & Non-IT Recruited > 600 professionals in 2012/13 from front end sales to VP designate.

* Involved in providing IT professionals for consulting assignments on contract, contract for hire, and permanent basis with the employment type of C2C (Corp-to-Corp), W2 and 1099 to our direct clients.
* Successfully involved in recruiting all kind of consultants like US Citizens, Green Cards, EAD, H1Bs & TN visa.
* Sourcing on Corp to Corp, Dice and Monster Portal.
* Matched CVs in the database as per the client’s requirement.
* Federal recruitment and sourcing proficient.
* Dealt with utmost level of security clearance talent pool which is directly involved in classified DOD projects.
* Handling end to end significant technical, non-technical, techno functional recruitment projects of multiple Army and USAF Major Commands for a remote locations.
* Managed resume database
* Job posting on Corp to Corp, Dice, and Monster portal.
* Expert in rate negotiation with vendors and Short listing.
* Negotiated salaries on behalf of the clients and the candidates.

**HR Associate**

* Recruitment
* Understanding the Manpower requisition of the company
* Draft a job description
* Source candidates that match the desired skills
* Induction and Training
* On boarding
* HR Policies and HR Manual

**Education:**

**MBA in Human Resource with First Class 2012**

Bharati Vidya Peeth deemed university, Pune

**Bachelor of Science in Biology with Second Class**

Bhopal Nobel P.G. College Udaipur, Mohan Lal Sukhadia University (Rajasthan)

**Higher Secondary with First Class**

Ajmer Board (Rajasthan)

**Matriculation with First Class**

Ajmer Board (Rajasthan)

**Computer Skills:**

MS Word, MS Power Point, MS Excel

**Awards & Achievements:**

Won the Best Performer (Max starts.)Award for March 2017

Max qualifies submittal Sep. -2017

Max qualifies submittal Oct -2018

Best performer (Max Starts) Feb -2018

Best Performer (Max starts) May 2017

Best Performer (Max Margin) Apr -2017

Best Performer Dec 2017(Max Margin)

**Personal Information:**

**Name:** Janak Pandya

**Father’s Name:** Bal Krishna Pandya

**Marital Status:** Married

**Date of Birth:** 29 Jan 1987

**Nationality:** Indian

**Languages known**: English, Hindi

**Declaration:**

I hereby declare that the information and data mentioned in the resume is true and correct to the best of my knowledge and belief.

**Place:** Ahmedabad **Name**: Janak Pandya

**Date:**