**Shardulsinh Kathawadia   
Ahmedabad, Gujarat 382346   
+91 95861 57671   
shardulsinhkathawadia12345@gmail.com**

**Summary:**   
An innovative guy who looks for persistent growth in the recruitment industry or any industry that provides better prospects and wide opportunities for growth. With almost 4+ Years of experience in the recruitment industry, I create strategies to accelerate hiring processes, adhering to strict deadlines while drawing in high-performing, accomplished candidates. An energetic, ambitious, and enthusiastic professional who has prior experience in maintaining existing client relationships and generating new ones. Possessing commercial awareness and excellent presentation, verbal communication, and organizational skills.

**WORK EXPERIENCES:   
Pride Global Technologies Oct 2021 – Present Senior Associate Recruiter   
Responsibilities:**

* Responsible for the full life cycle of recruitment, understanding the job, sourcing candidates, closing, rate negotiation, interview scheduling, submission, and onboarding the candidates.
* Search and short-list candidates from job boards, and search engines using different search techniques such as Boolean strings, and keywords.
* Also, involved in the client success part, day-to-day activities required, getting the requirements from different vendors for MSP as well as Direct Clients, finding a suitable fit as per the requirements sending them directly for client review.
* Worked in engineering positions like Project/Program Manager, Demand Planner, Accountant, Technical Writer, Quality Engineer, QA specialist, Delivery Manager, Scientist, Mechanical Engineer, Technicians, Quality Technicians, Engineering Project Manager, Buyer, Supply Chain Analyst, and Logistics Analyst.
* Worked in light industrial positions like Worker, Labor, Forklift Operator, Driver, Delivery Driver, Production Associate, and Assembler.
* Proficient in using Job Diva, CareerBuilder, Monster, Zip recruiter, LinkedIn Recruiter, and Indeed. Gained knowledge on how to effectively use ATS to manage candidates.
* Active Search: Resume search of active candidates from job boards such as Zip Recruiter, LinkedIn Recruiter, Monster, and CareerBuilder.
* Passive Search: Search for candidates on free job boards, and social networking sites, using advanced AIRS techniques to identify candidates through search engines, resume aggregators, business directories, groups, and blogs.
* Manage and track applicants on Applicant Tracking Systems (ATS) such as Launch ATS.
* Prepare submittal documents for each shortlisted candidate and schedule interviews.
* Communicate with candidates throughout the hiring process. Maintain daily and weekly client reports.

**IMS PEOPLE Aug 2019 – Aug 2021 Sr. Recruitment Consultant   
Responsibilities:**

* Responsible for the full life-cycle recruitment process.
* Duties included but not limited to understanding Job Description, candidate sourcing, screening, salary negotiation, closing, interviewing, and preparing candidates.
* Used Bullhorn, E-recruit, and Recruit-x Application Tracking System (ATS) to submit candidates.
* Worked on Field Glass Vendor Management System (VMS) to submit candidates, Interview process to accept work orders, and complete work order formalities.
* Used multiple Job boards including Career Builder, Monster, Indeed, and Dice to find the best candidates for clients.
* Experienced in Recruiting Citizens, Green Cards, H1B, OPT & TN Visa Holders on different Tax terms.
* Understanding of different tax terms including W2, 1099, and Corp-to-Corp for Contractual positions, Contract to hire position as well as Full-Time positions.
* Recruitment for NON-IT profiles such as Engineering, Pharma, and Commercial.
* Effective follow-ups and status updating, keeping candidates in the loop to build credibility, and keeping candidates.
* Working on jobs like Quality Engineer, Validation Engineer, Aircraft Engineer, Aerospace Technician, Forklift Operator, Material Handler, Field Service Engineer, Manufacturing Engineer, Engineer Technician, Automation Engineer, Electrical Engineer, etc.
* Effective email writing skills, craft and send personalized recruiting emails with current job openings to candidates.
* Good communication skills to sell the opportunities and convince candidates to accept the jobs/assignment.

**Zydus Cadila July 2018 - July 2019 Apprentice**

* Worked as an apprentice in Canine Research Centre (CRC).
* Managing dog facility.
* Drugging, dosing, study, and observing behavior of dogs.

**EDUCATION:  
S.S.C.**Lions Club Of Naroda - 71% **H.S.C.**A-One Xaviers - 72% **B.Sc**Jill Goswami College – 5.4 CGPA  
**M.Sc**Callorax Teachers’ University – 64.4%

**SKILLS:**

Good Communication   
Time Management   
Teamwork  
Self - Confidence   
Effective Listening   
Skills Sales and Marketing Convincing Power   
Presence of mind Decision-Making

**ACCOMPLISHMENTS:**  
• Awarded as top performer for January 2020