TATYA DAVE

[Tatyadave1412@gmail.com](mailto:Tatyadave1412@gmail.com)

Contact: +91 9106418070

# CAREER OBJECTIVE:

Freshness of new ideas and good capabilities of fast learning. Quick problem solver. Managing Team under my guidance. Can provide comprehensive Service to end users in the service Industry which is the most contemporary and growing vertical, financial Industries, Recruiting Industry, manufacturing and logistics industries. Want to experience Learning, failing & succeeding.

# WORK EXPERIENCE:

# US IT Recruiter/Specialist

# CGI INC – Remote Jun 2022 – Present

# Responsibilities:

* Function as the main point of contact for executive recruitment best practices.
* Ability to engage and influence senior business leaders on role visioning, balanced candidate slates, and succession plans.
* Ability to influence candidate decisions through strong sell messaging and represent the strength of the CGI Brand to candidates.
* Create a deep pipeline of executive talent in key markets to reduce time to hire of key roles.
* Partner with key leaders throughout Talent Acquisition and Human Resources.
* Advise hiring leaders on the application of processes, systems, regulations and policies.
* Partner with hiring managers to create and review job requisitions, defining and validating key position requirements
* Establish trust and confidence by maintaining a high level of credibility, integrity, and skilled communications with managers, peers and candidates.
* Use traditional and non-traditional resources to identify and attract quality candidates
* Source, recruit, pre-screen and assess candidates for a variety of skill sets
* Determine job offer details, negotiate, prepare and extend new-hire offers.
* Maintain a pipeline of qualified candidates for future consideration.
* Accurately document, audit and track candidates in the applicant tracking system.
* Comply with government, CGI and HR laws, policies and procedures.
* Participate and contribute to process improvement strategies and projects within the broader Talent Acquisition Team

**IT Technical Recruiter**

# Orion INC – Remote OCT 2021 – May2022

**Responsibilities:**

* Responsible for W2, 1099, Direct, C2C and contract to hire placements.
* Sourced all competency of candidates through online job portals (e.g., Dice, LinkedIn, Monster) and direct sourcing.
* Worked on positions such as DevOps Engineers, Cloud Architects .Net/SharePoint/Java/ETL developers, Information Security Engineers, Architects, Analyst, Technical Project Managers and Desktop Support Technicians for large projects with clients.
* Involved in the pre – screening and selection process of the candidates.
* Created reports, submission trackers and pipeline trackers.
* Coordinated with onshore and offshore teams.
* Have been doing a 360 Degree recruitment process.
* Have done White collar Job and managing candidates for a long-time relationship.
* Creating PAD forms.
* Creating Contracts & offering letters and releasing them to candidates.
* Have done rate negotiation with candidates and vendors to achieve the best margin on each placement.
* Have worked on high numbers of requirements.
* Consulted with hiring managers to determine job requirements and draft detailed job descriptions to support planned growth.
* Maintained good relationships with hiring managers, delivery team and end customers.
* Conducted weekly calls with hiring managers, delivery teams to understand the requirements and serve with the best resources.
* Planned interview and selection procedures, including screening calls, assessments and in-person interviews
* Have managed the end to end hiring process, initiated Purchase Order and coordinated background check.
* Maintained candidate information, including resumes and contact details, using our Applicant Tracking System
* Designed job descriptions and interview questions that reflect each position’s requirements
* Worked with preferred and non-preferred vendors.
* Have done SDLC software/System development life cycle.
* Organized and attended weekday/weekend drives for niche requirements.
* Foster long-term relationships with past applicants and potential candidates
* Built passive pipelines for niche skills.
* Knowledge and exposure in DocuSign.

# IT Recruiter

**Delta IN Corp - Ahmedabad, GJ India July 2019 - OCT 2021 Responsibility:**

* Design and implement an overall recruiting strategy
* Develop and update job descriptions and job specifications
* Perform job and task analysis to document job requirements and objectives
* Prepare recruitment materials and post jobs to appropriate job boards/newspapers/colleges etc.
* Source and recruit candidates by using databases, social media, etc.
* Screen candidates resume and job applications, CV Formatting
* Construct Boolean search strings to expedite focused candidate/client discovery
* Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
* Assess applicants’ relevant knowledge, skills, soft skills, experience, and aptitudes
* Onboard new employees in order to become fully integrated
* Provide analytical and well documented recruiting reports to the rest of the team
* Act as a point of contact and build influential candidate relationships during the selection process
* Handle the full cycle recruitment process, from search to offer closed.
* Partner with Account Executives and/or Account Managers to ensure appropriate candidates are being sourced for a wide range of Technical/IT skill sets - Understanding of how to recruit both, active and passive talent.
* Creating unique multi-channel and market-specific search strategies that attract bar-raising Technical/IT talent - Utilizing internal database, LinkedIn Recruiter, and other job boards to effectively source and recruit candidates.
* Building out talent networks and tapping into knowledgeable industry resources to develop evergreen candidate pipelines.
* Attend intake/qualification calls to get a better understanding of client requirements.
* Partner with hiring teams on people operations, interview assistance, and onboarding.

# 

# Freelancer as a Live Sound Engineer January 2018 – Present

* Extensive knowledge and experience setting up, installing and maintaining a variety of audio equipment
* Set up audio and visual equipment for sound management and recording at various live events in many different settings, from music concerts to studios.
* Proficient in digital technology such as MIDI application, Pro Tools, Ableton Live and other mixing software
* Worked with major artists, producers and clients to determine goals for recording and sound quality
* Analog and Digital sound editing
* Skilled in sound reinforcement, effects, mixing and synthesis
* Operating recording and amplification equipment in a modern studio environment
* Managing recording schedules to ensure that everything is done on time and efficiently
* Vital part of load in, setup, on call, breakdown, and load out team.
* Expert at Midas console, Line Array, FOH Speakers, Power Play Monitoring system setup.
* Installation and operation of pro audio equipment, in both live and studio environment.
* Ability to calmly complete tasks in high-pressure professional production environments, with major
* talent and top end equipment.
* Expert in audio post-production, audio editing, mixing and mastering.
* Expert in sound/ music composition and arrangement.
* Ability to quickly learn hardware, and software.
* Works well in a team environment, able to time manage, lead, and meet deadlines within budget.
* Consoles: Behringer x32, Digi-Design C-24, Midas 16/32, SSL 4000, Avid Artists Mix, Avid S3 and many more...

# Education:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of School** | **Examination/Degree** | **Board/ University** | **Year** | **% obtained** |
| Department of Computer Science, Ganpat University | M.Sc. Tech (ITIMS) | Ganpat University | JUNE 2022 | CGPA 9.18 |
| Department of Computer Science, Ganpat University | B.Sc. Tech (ITIMS) | Ganpat University | JUNE 2020 | CGPA 7.71 |

**Certification:**

Devskiller – Certified Professional tech Recruiter <https://devskiller.com/hr-certification/6J8Db0eC1iUHVBN55cOnRx>

Textio – Interrupting Bias in Hiring

<https://verify.skilljar.com/c/y3tm2ojzetqc>

Textio – Inclusive Recruiting Certification

<https://verify.skilljar.com/c/c686p58dx3hz>

**DECLARATION:**

**I hereby declare that the above written particulars are true to the best of my knowledge.**

**THANK YOU.**