JACOB BENJAMIN C

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PROFESSIONAL SUMMARY

HR & Talent Acquisition professional with experience in end-to-end recruitment and exposure to HR operations. Skilled in sourcing, screening, and onboarding candidates for IT and non-IT roles while supporting HR functions such as employee engagement, compliance, and documentation. Proficient in using ATS, job portals, and HR tools to improve hiring efficiency and enhance the candidate experience. Adaptable, detail-oriented, and passionate about driving organizational success through strategic hiring and HR initiatives.

EDUCATION

Bachelor of Science, Computer Science　　　　　　　　　　　　　　　　　May 2023
Bishop Heber College
GPA: 7.75/10.00

Master of Science, Computer Science　　　　　　　　　　　　　　　　　　May 2025
Bishop Heber College
GPA: 7.75/10.00

PROFESSIONAL EXPERIENCE

Accede LLC, Trichy　　　　　　　　　　　　　　　　　　　　　**Aug 2025 - Present**
US IT Recruiter
Responsibilities:

- Source, screen, and recruit qualified US Citizens and Green Card holders for full-time IT/ Non IT roles with direct clients.
- Manage end-to-end recruitment lifecycle, including requirement analysis, candidate engagement, and interview coordination.
- Build and maintain strong relationships with clients and candidates to ensure smooth hiring processes and successful placements.
- Utilize job boards, networking, and social media for talent acquisition and pipeline development.

Environments Used: Dice, Monster, LinkedIn, Indeed etc

PreludeSys India Pvt Ltd , Chennai　　　　　　　　　　　　　　　**Jun 2025 - Jul 2025**
US IT Recruiter
Responsibilities:

- Sourcing candidates from job portals like Dice, Monster, CareerBuilder, and LinkedIn.
- Screening resumes and conducting initial candidate evaluations.
- Coordinating interviews between candidates and clients.
- Maintaining candidate databases and updating the applicant tracking system (ATS).
- Learning about US work authorizations (H1B, GC, USC, EAD) and Tax terms (W2, C2C, 1099).

Environments Used: Dice, Monster, Ceipal ATS, LinkedIn, Indeed etc.

CERTIFICATIONS

- Tech Recruitment Certified Professional.
- Hirist Tech Recruitment Certification
- Prompt Engineering Using Chat Gpt
- Artificial Intelligence Fundamentals
- Certified Professional of Dotnet

SKILLS

Technical Skills　: Talent Acquisition, Requirement Analysis, Candidate Sourcing, Resume Screening, Candidate Engaging.
Soft Skills　　　 : AI Literacy, Decision making, Problem solving, Critical thinking, Adaptability