CareerObjective:  
Well-respected professional who blends strong recruitment experience with a background in sales and Business Management. Seeking a position as technical recruiter to utilize my skills and professional strengths in renowned organization

Summary:  
  
I am having 1+ years of total experience in Recruiting-Involved in full cycle Recruitment involving sourcing, identifying, and interviewing, screening and placing personnel in quick turnaround time in contract, contract with hire and permanent

**Employer : Indus Group**

**Title : Hr Recruiter**

* Work closely with Hiring Managers to develop position profile and to understand overall needs and requirements
* Create a comprehensive job description based on hiring manager specifications to be used to present to candidates and to post to job boards and internal gateways
* Work with Sourcing Analyst to develop appropriate sourcing strategies for each role
* Develop and Manage strong consultative relationships with hiring managers and candidates
* Solicit and document hiring manager and candidate feedback throughout the interview process
* Disposition all candidates personally contacted in recruiting cycle (phone screen or higher manager interview).
* Participate in recruitment knowledge sharing and best practices
* Manage the recruiting process to meet hiring goals through the use of effective resource management and effective use of Enterprise applicant tracking system
* Provide reporting and regular status updates to the Director of Recruiting and Hiring Manager as required
* Solicit referrals from potential talent and internal employees/recent hires
* Scheduling interview for candidates as per project requirement and project team availability.
* Conduct welkins to close bulk openings.
* Preliminary Screening of candidates as per project requirement over call.
* Making offers, creating contracts and closing candidates that can help actualize corporate missions etc.
* Get requirements from projects within all the locations across India.
* Effectively recruited candidates through Internet research, internal database, referrals, and other strategies
* Understanding the client requirements, coordinating for short listing and screening including preliminary interview of the candidates
* Handled all the IT Technologies involving combination of complex skill sets and rare technologies.
* Pre-screening to quality potential candidates.
* Dealing with consultants negotiating the rates on Contract for contract to hire basis openings.
* Understanding the project requirements, coordinating for short listing and screening including preliminary interview of the candidates
* Coordinating, Scheduling & Conducting Interviews
* Expertise in using job portals like Naukari, Monster, etc.
* Keeping Track of Responses & Short listing Profiles.
* Involved in multi location recruitment
* Scheduling client round of interviews for candidates as per requirement.
* Web based sourcing /recruitment