**Jhalak Jain**

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**Objective**

To be potential resource to the organization where I can utilize all my skills and knowledge which would help the organization to grow and further enhance my growth profile. It would be my never ending dedication to maintain the spectrum of integrity, honesty, and character.

**Education**

**B.Tech - Information Technology 2014 - 2018**

DIT University, Dehradun

**Certifications**

* J2EE, Tech-Guru (May 16 – Jun 16)
* Java & PHP, RCPL (Jan 16 – Apr 16)
* Java Programming and Web Application, Aptech (May 15 – Jul 15)
* C & C++, RCPL (Jan 15 – Sep 15)

**Technical Skills**

* Outlook, Gmail
* MS Word, MS PowerPoint, MS Excel
* Java , C, C++ , HTML , CSS , SQL

**Professional Experience**

**Cynet Systems, Dehradun Jan 2019 – Aug 2019**

**Talent Acquisition Associate (Leadership Hiring)**

**Responsibilities:**

* Partnering with hiring manager to determine staffing needs
* Screening resumes
* Excellent interpersonal and communication skills
* Attention to detail and strong organizational skills
* Performing phone interviews with candidates
* Coordinating interviews with the hiring managers
* Good knowledge and experience on LinkedIn / RPS, Lusha
* Following up on the interview process status
* Maintaining relationships with client
* Communicating employer information and benefits during screening process
* Research into clients company, competitors and market place
* Map role criteria, define position description and document specifications
* Track and identify prospective candidates using a variety of channels.
* Assess candidates to ensure qualification match, cultural fit and compatibility
* Conduct confidential interviews, follow-up references and check credits
* Present shortlisted candidates and provide detailed profile summaries
* Working on niche and Sales positions including Directors, Vice President, Head of Sales, AVP, Systems Engineer, QA Engineers, Test Engineers etc.

**Rang Technologies, Vadodara Jan 2018 – Dec 2018**

**Technical Recruiter**

**Responsibilities:**

* Establish relationships with consultants/contractors in specified region.
* Interview prospective candidates and educate candidates on Rang’s process.
* Negotiate compensation, extend offers, facilitate the placement of candidates and solicit referrals of other qualified consultants
* Excellent interpersonal and communication skills
* Attention to detail and strong organizational skills
* Submit qualified candidates to open job requirements.
* Meet or exceed weekly goal expectations
* Responsible for effective usage of Internal Systems/Database for recording different stages in recruitment process
* Meet with hiring managers to determine job duties.
* Knowledge of ATS (Applicant Tracking System) like Career Builder , Dice, Monster, Job Diva ,Conrep, Indeed
* Worked on various non-technical and technical positions and requirements like SAS, Data Science, ML/AI positions.

**Training**

**ONGC (OIL AND NATURAL GAS CORPORATION), Dehradun May 2017 – Jul 2017**

**Server Monitoring System**

* Project was used for admin of the organization to check the status of the servers connected to various systems.
* Also it displays the description of the devices added.
* Admin can add and delete device accordingly.
* Java is used as backend and php as web interface. MYSQL database is used for maintaining the records.

**Project**

**Employee Registration and Login System**

* A project made using Java forms which also displays a good use of Database management.

**Key Achievements**

* Pat on the back Award – Cynet Systems Feb 2019
* Money Maker of the Month Award – Rang Technologies Nov 2018
* Participant – Young Internship Story Contest – Internshala (2017)
* Student Volunteer - Spic Macay – DIT University (2015-18)
* Discipline Committee Member – DIT University (2015)
* CSI Member – DIT University (2014)
* School Captain (2013-14)