

Lawrence Nadar

Recruiter

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-[LinkedIn](#)

SUMMARY

As an aspiring professional, I am eager to step into the realm of recruitment with a specific focus on the Junior Recruiter position. With a genuine passion for connecting people with opportunities, I bring a solid foundation in recruitment processes and a commitment to making a positive impact.

SKILLS

- Sourcing & Negotiation
- Deal Closing & Submission
- Knowledge of US Culture & Tax Terms
- Work Authorization Processes
- Proficient in ATS & Job Boards (Career Builder, indeed, Monster)
- LinkedIn and Non-Conventional Source Expertise
- Additional Skills:
- Database Management
- Resume Formatting & Data Entry
- Diversity Recruitment

EDUCATION

Government Engineering College
Dahod, India

Jan '17 — Jan '21

Guru Krupa Higher Secondary School

Good Shepherd High School

EXPERIENCE

Jr. Recruiter

Interactive Manpower Solution
Ahmedabad, India

Jun '23 - Present

- Comprehensive understanding of the recruitment process
- Trained in full life cycle including sourcing, calling, negotiation, deal closing, and submission Knowledge of US culture and tax terms and work authorization processes
- in utilizing job boards such as Career Builder, indeed, and Monster, alongside Applicant Tracking Systems (ATS) and unconventional channels like LinkedIn.
- Proficient in database management for a diverse range of skilled candidates, including resume formatting and accurate data entry.
- Currently employed at Guidant Global, conducting video call interviews for remote Customer Service Representative positions.
- experience with Kelly Services and Guidant Global equipped me with the skills to manage ATS tools like Bullhorn, Bullhorn for Salesforce, and VMS software such as SAP Fieldglass.

ACHIEVEMENTS

- As a junior recruiter in the last quarter of 2023, I successfully recruited and onboarded 9 candidates within 4 month-period in total of 17 successful placement and securing nine job offers for candidates. This showcases my ability to spot great talent and my knack for making sure both candidates and employers are happy with the match.