Summary

Highly motivated professional with good experience in Recruitment. I am Self-starter and a team player with strong communication, motivation project management skills and ability to adapt, and willing to learn attitude.

Specialties: Executive Recruiting, Executive Search, Talent Acquisition Database Management, Staffing Consulting, Names Sourcing, Name Generation, Networking, Recruiting Research, Staffing Projects, Outsourced Staffing, Recruitment Process Outsourcing, Internet Searching, Internet Research, Internet Recruitment, Data Research, Data Analyst, Passive Search, Active Search, Market Research, Job board Mining, Job Search, Database Entry

**Experience**

**IT Recruiter**

**iWayBiz**

November 2014 – Present (2 years 4 months) Mumbai Area, India

• 4 + years of experience in the field of recruiting

• Handle both United Kingdom and United States Clients.

• Experiencing in finding consultant and placing as per the position.

• Equipped with knowledge in posting the requirements, finding the right consultant for the requirement.

• Extensive knowledge on various technologies, ATS, Job Boards, Social Media and productivity tools (Dropbox, Google – Drive, Docs, Spreadhseets, Evernote, etc)

• A team player and highly organized with ability to deliver results and meet deadlines.

• Ability to work in-groups and an open attitude towards learning are key traits.

• Experience in wide range of industries and markets, from Software Services to IT consulting, International (US) markets.

• Good understanding of the market (US), Visa terms (H1B, EAD, GC, Citizens), Employment Terms (C2C, C2H, Fulltime) and Payment terms (C2C, 1099, W2 (per hour and Salary basis)

Specialist:

• Handling UK and US Clients.

• IT and Non IT Requirements

• Sales and Recruitment.

• Google Search and Passive Research

• Handling Job Portals

• Create Company Pages in Social Networking Sites

**Customer Care Associate**

**Asian Paints**

January 2014 – October 2014 (10 months)Mumbai Area, India

Attending Clients / Architects / Interior Designers and suggest them about various Colour Combinations according to the lighting, mood, decor style provided for Interiors & Exterior spaces.

Also suggesting them decor, lighting, in sync with the colour combinations provided.

**IT Recruiter**

**Mintrpo**

January 2013 – December 2013 (1 year)Mumbai

Excellent experience & exposure in IT recruitment activities, employee relationship.

Strong Hands on experience in Contract, Contract to Hire Positions.

- Actively involved in screening resumes of professionals through Internet recruiting tools like Monster, Career builder and Dice. Worked on Pro Hires.

- Working for the external requirements - requirements from direct clients & preferred vendors with one layer.

- Responsible in negotiating billing rate with the interested candidates.

- Coordinating between clients and candidates.

- Tracking the candidates detail on spreadsheet for future openings.

- Good knowledge of C2C

- Maintaining relationship with key client service Managers as well as candidates.

- Strong knowledge of Internet, MS–Word, MS– Outlook, MS–Excel.

Internet Researcher

Arpeo Solutions

January 2012 – December 2012 (1 year)Mumbai Area, India

Working as Primary research as well as Secondary research with different key word techniques

Project Handling, Candidate Sourcing, Recruitment, E-recruitment, Internet Searching, Internet Research, Internet Recruitment, Data Research, Data Analyst, Passive Search, Active Search, Market Research, Candidates Searching, Job board Mining, Job Search, Job Scanning, Boolean Keywords, Resume Scanning & Shortlisting, CV Formatting, Adminstration Work.

Customer Service Representative / CSR

Serco

September 2010 – August 2011 (1 year)Mumbai Area, India

Attending calls and answering client’s inquiries / solving queries for postpaid customers.

Working for specifically Vodafone Client

e phone # or email you have entered, your default password is "jmgrove".