*ANURAG TYAGI*Mob. 8057194226  
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***Summary:-***

I have total 2.8+year of Exp. Including BPO, Offshore & Onshore both and US Staffing industry. As well as excellent knowledge of Computer MS-Word, MS- Excel, Typing etc.

***Education & Qualification:-***

* M.B.A Completed from AKTU University, Lucknow.
* B.B.A Completed from C.C.S University, Meerut.
* 12th Passed from UP Board.
* 10th Passed from UP Board.

***Certification:-***

* CCC Certificate by NIELIT.
* Certificate of Instore Promoter in PMKVY.

***Professional Experience:-***

**JOB PORTALS USED:-**

***JobDiva***

* Dice
* Monster

***Ceipal***

* Monster
* Carrer Builder
* Dice
* TechFech
* ProHire

**Role: - HR (US Technical IT Recruite) March 2023 to till now  
Emonics  
(Noida)**

* Hiring Candidates on **W2/C2C and 1099** basis as per the client needs
* Successfully recruited and placed candidates on IT requisitions
* Scheduling interview with the client, following up with the candidates
* Follow up with the consultant and the client to check the post-submission status.
* Proficient in recruiting candidates from all levels Junior Level to Senior Level.
* Maintaining internal data base of consultants as per their Skill Sets.
* Keeping track of consultants for future references.
* **Client: TechMahindra**

**Role: - HR (US Technical IT Recruite) April 2022 to March 2023  
Convextech ITS PVT.LTD.  
(Noida)**

**TOTAL “PO” 6 CURRENTLY RUNNING 04**

* Responsible for handling the entire recruiting cycle such as sourcing, screening, contacting, confirming, interviewing, and placing the qualified consultant.
* Understand the requirement and client specific needs.
* Worked exclusively with direct clients.
* Handled all the IT Technologies involving combination of complex skill sets and rare technologies.
* Telephonic Screening and discussion with the Consultant regarding the skill set and rate negotiation
* Supervise the recruiting team and report on its performance
* Provide training team for various different skills set and other recruitment activities.
* Hiring Candidates on **W2/C2C and 1099** basis as per the client needs
* Successfully recruited and placed candidates on IT requisitions
* Scheduling interview with the client, following up with the candidates
* Follow up with the consultant and the client to check the post-submission status.
* Proficient in recruiting candidates from all levels Junior Level to Senior Level.
* Maintaining internal data base of consultants as per their Skill Sets.
* Keeping track of consultants for future references.
* **Client: Nagarro, HCL, Quest Diagnostic, Hexaware, ILink Kforce, TechMahindra.**

**Role: -** **HR (US Technical IT Recruite) Nov. 07-2022 to Apr. 07 to 2023  
E-Solution ITS PVT.LTD.  
*(Noida)***

**TOTAL “PO” 01.**

* 06 Month Worked experience with E-Solution as a Technical Associate IT Recruiter.
* Proficient in managing end-to-end recruitment lifecycle process such as understanding the profile, sourcing profiles, screening, shortlisting resumes, calling eligible candidates, interview scheduling, interview coordinating, client management, post offer process and final joining.
* Understanding the client requirement and preparing job description.
* Executive search through job portal search, job posting, mass mailing, networking and references for various profiles across all levels.
* Develops strategies to promote team member adherence to company regulations and performance goals.
* Member work for quality and guideline compliance
* Assists management with hiring processes and new team member training
* Hiring Candidates on **W2/C2C / 1099 and Full-Time** basis as per the client needs
* **Client: Citibank, HCL, L&T.**

**Role: - Sr. Customer Care Executive Sep. 21-2020 to Nov. 05 to 2021  
I ENERZIGER IT SERVICE PVT.LTD.  
(Noida)**

* 01+ Year Worked experience with I ENERZIGER as a Senior Customer Care Executive (Call & Chat) Both.
* BPO is a business relationship between two organizations, in which one performs certain functions, like [human resources](https://www.adp.com/what-we-offer/hr-outsourcing-and-peo/hr-outsourcing.aspx), on behalf of the other
* Responded to assistance requests from users and directed individuals through basic troubleshooting tasks.
* Consulted via telephone to understand user problems, run through testing scripts and ask probing questions to locate root causes.
* As well as trouble shooting through the emails.
* And good understanding of MIS.

***Skills:-***

* MS Excel
* MS Word
* English & Hindi Typing
* Tally
* US Recruitment and Staffing
* Customer Acquisition and Retention
* Client Relationship Management (CRM)
* US Tax Term
* US Globally Mapping and knowledge
* Staffing Knowledge of USA, Canada, Australia
* Good Written & Communication Skills

***Declaration:-***

* I hereby declare that all information furnished above is true and correct to best my knowledge & belief.

Place: Modinagar

Date (ANURAG TYAGI)