



Harjeev Singh Bhasin
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Professional Summary

Detail-oriented and highly organized Recruitment Coordinator with 7years of experience supporting global recruitment operations across US time zones (PST/EST/IST). Skilled in managing high-volume interview scheduling, calendar coordination, and candidate communication. Hands-on experience with major job portals including Tech Fetch, Dice, Monster, Indeed, and INTONE. Adept at maintaining recruitment databases, ensuring accurate documentation, and supporting recruiters and hiring managers with seamless process execution. Known for excellent communication, multitasking, and time management skills in fast-paced hiring environments.

Key Skills

- Global Interview Scheduling US
- Calendar Management (Outlook, Google Calendar)
- Tech Fetch, Dice, Monster, Indeed, INTONE
- Applicant Tracking Systems (ATS)
- Recruitment Database Management
- Candidate Coordination & Follow-ups
- Ad Hoc Meeting Organization
- Excellent English Communication
- Time Zone Coordination (PST/EST/IST)

Professional Experience

Senior IT Consultant

Stratovizion Consultant Pvt. Ltd., Lucknow (UP) | August 2024 – Present

- Provide a full range of professional recruitment services and resources for clients.
- Manage the entire recruitment life cycle including sourcing, onboarding, and related HR activities.
- Handle both technical and non-technical roles for domestic and international hiring (onsite and offshore).
- Demonstrate strong professional maturity and comprehensive functional knowledge of recruitment processes.
- Scheduled bulk interviews across PST/EST/IST time zones, coordinating with hiring teams and candidates in the US and UK.
- Used portals like Tech Fetch, Monster, Dice, Indeed, and INTONE to source and track candidate pipelines.
- Managed recruiters' and hiring managers' calendars, ensuring no conflicts in interview slots.
- Sent timely confirmations, interview links, and follow-up emails to candidates and panels.
- Maintained and updated internal recruitment databases and documentation with high accuracy.
- Organized internal debriefs and team meetings, supporting wider recruitment operations.
- Supported end-to-end coordination of recruitment processes for US-based clients.
- Assisted in job postings, resume screening, and shortlisting using INTONE and Dice.
- Scheduled interviews and prepared documentation including JD briefs and candidate trackers.
- Acted as a point of contact for candidate queries and interview logistics.

Core Competencies

- Full-Cycle Recruitment
- Vendor & Team Coordination
- Job Portals & Sourcing Techniques
- Data Management
- Customer & Client-Centric Approach
- Ticketing Portals (SMAX, Summit, Oracle)
- CRM Tools & Technical Skills

Senior IT Recruiter

Systems USA | March 2021 – August 2024

- Led end-to-end recruitment for US-based clients, including sourcing, screening, interviewing, and rate negotiations.
- Collaborated with the Delivery team to streamline hiring workflows and ensure timely onboarding.
- Maintained detailed selection and onboarding trackers for transparency and reporting.
- Utilized job boards (Dice, Monster, LinkedIn), Boolean searches, and networking for sourcing.
- Managed agency requirements and negotiated candidate rates (C2C, W2, 1099).

Senior Customer Representative

HCL Technologies | March 2019 – December 2020

- Oversaw office records, payments, and customer documentation for efficient onboarding.
- Handled claims processing and escalated customer issues to resolution.
- Interpreted credit reports and resolved billing issues to enhance client satisfaction.
- Delivered effective help desk support with timely issue resolution.

Customer Care Executive (CCE)

Vodafone – Vyom Enterprises | March 2016 – February 2019

- Supported sales teams and vendors in streamlining processes and improving service delivery.
- Managed account settlements and addressed customer inquiries regarding payments and services.

Technical Skills

- Tally ERP 9– Financial and accounting management
- Microsoft Office Suite– Advanced Excel, Word, Outlook, and PowerPoint
- Ticketing Systems– Proficient in SMAX, Summit, and Oracle
- CRM Platforms – Experienced in client relationship and data management tools

Education

- Graduation Bachelor In Commerce from University of Lucknow.
- Intermediate from SBN Inter College U.P Board.
- High School from St. Anthony public School CBSE Board.

Date-**Place- Lucknow****Harjeev Singh Bhasin**