

Professional Summary

Results-driven CO12 Consultant with 10+ years of experience in recruitment, leadership, and customer service. Proven track record of successful placements and team management. Skilled in technical recruiting, manpower consulting, and HR operations. Seeking to leverage expertise to drive business growth and excellence.

Professional Experience

Senior Recruiter & Consultant (CO12)

Inazuma.co | January 2020 - Present

Team Lead - Recruitment (CO9)

TalentSphere Inc. | June 2018 - December 2019

Key Achievements:

- Increased team placements by 35% within 6 months through process improvements and training
- Developed and implemented a recruitment strategy for a new client, resulting in a 90% fill rate

Responsibilities:

- Managed a team of 5 recruiters, providing guidance and coaching
- Conducted client meetings to understand recruitment needs and provided tailored solutions

Recruiter (CO6)

HR Solutions Ltd. | March 2015 - May 2018

Key Achievements:

- Consistently met or exceeded monthly placement targets, with a peak of 120% in Q2 2017
- Improved candidate satisfaction ratings by 25% through enhanced communication and support

Responsibilities:

- Sourced and screened candidates for various technical and non-technical roles
- Coordinated interviews and ensured seamless onboarding processes

Junior Recruiter (CO3)

Divya Placement Consultants | January 2012 - February 2015

Key Achievements:

- Successfully placed 50+ candidates within the first year, exceeding the company's expectations
- Assisted in developing a social media recruitment strategy, increasing followers by 500% in 6 months

Responsibilities:

- Assisted senior recruiters in candidate sourcing and screening
- Maintained accurate records and reports using Microsoft Office

Education

Bachelor of Business Administration (BBA)

University of Michigan - Ann Arbor | December 2011

Technical Skills

Productivity Software:

- Microsoft Office (Word, Excel, PowerPoint, Outlook)

Recruitment Tools:

- Technical Recruiting
- Recruitment
- Placement Consultants
- Manpower Consultant

Soft Skills:

- Customer Service
- Leadership
- HR Operations