Jyoti Teradal
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Career Objectives:

To work for an organization that offers more challenges and responsibility to improve the standards of the organization and enhance my skills.

Skills:

- Microsoft (Word, Excel, Power Point), IT Recruitment, Boolean String, Manual Testing, SQL (beginner)

Education Details:

- Bachelor of Engineering in Computer Science Engineering, VTU Belagavi.

Clients Supported for IT Recruitments:

Meta, JP Morgan, Well Fargo, Bank of America, CitiGroup, Symbio, Accenture Clients, FRB, AARP, Tech M, TCS, HCL etc

Professional Work Experience:

Sr. Technical Recruiter   **Nov.2021 - Present**

Iron Systems India Pvt Ltd / Iron Service Global

Responsibilities:

- Expertise in working on IT recruitments as per the client demands.
- Responsible for Screening, Calling, Resume Formatting and Mail format.
- Proficient with job portals like Monster, Dice, Career Builder, Indeed and LinkedIn etc.
- Responsible for Mass Mailing, using tools like Microsoft (Outlook, Excel, Word, Power Point) for assigned tasks.
- Manual testing to test our ATS from organization software product.
- Responsible for recruiting, screening, scheduling interviews & keeping candidates updated till offer.
- I have done five closures in a month.
- Proficient in working with direct client projects and closing the position within given TAT.

Sourcing Specialist   **Dec.2020 - Oct.2021**

Accenture (2Coms Consulting)

Responsibilities:

- Used to get new list of demand sheet to work on requirements.

- Worked on various active requirements like SAP, Java, Salesforce, testing etc. for our client projects on daily basis to fill the open positions ASAP with relevant strong profiles.
- Trained freshers on IT Recruitment and given KT to all new joiners.
- Expertise in recruiting candidates from Portals like company Database & Naukri.
- Expertise in screening, scheduling interviews & keeping candidates updated till offer.
- Proficiency with Microsoft office (Word, Excel, Outlook, PowerPoint) & Abacus Recruitment tool.
- Good experience in manual testing to test our ATS from organization.

US IT Recruiter   **Apr.2020 – Dec.2020**
Asta CRS Inc

Responsibilities:

- Worked on active requirements with all direct clients and achieved the targets.
- Expertise in working with W2 requirements with US citizens.
- Worked on portals like: CB, Dice & Zip Recruiter for searching right profiles to close the positions as soon as possible.
- Expertise in following up with submitted candidates and provide updates regarding the candidature status that receive from clients through manager.

US IT Recruiter   **Feb.2019 – Mar.2020**
ITConnectUS Inc

Responsibilities

- Getting requirements from clients for USA. As per Sourcing profiles requirement from job boards.
- Screening the profile to find out best candidate with all technical skills as per client requirement.
- Telephonic screening and arranging calls for the candidate after getting profiles.
- Submitting the profile to client through our manager after get shortlisted.
- Getting updates from the clients for further round interviews, till the joining of the candidate.
- Expertise in working with C2C, W2 and 1099 requirements with different work authorization candidates.
- Worked on portals like: Monster, CB, Dice & Tech Fetch for searching right profiles to close the positions as soon as possible.

Achievements:
- I have done fast closures with more margins.
- I have closed five positions in a month.

<u>**Academic Project Details:**</u>
Project Title: Smart Gas Booking & Gas Leakage Detection (VB.Net)

Description:
      The proposed monitoring system describes an artificial intelligence of automatic gas booking has done when it reaches below threshold limit, means booking request sent to LPG distributor and next application is when gas leakage is happening with help of gas sensor it detects and also buzzer provided to get to know concern people about that gas leakage and one SMS send to owner of the cylinder.

Roles and Responsibilities:
- I have taken part in designing of the front end and back end of application server. I understood about 1 gas sensor, Load cell, Arduino-microcontroller and about GSM modem.
- I have taken part in preparing report documents and presentations slides.

<u>**Achievements:**</u>
- I got certificate in Project Exhibition.
- I got certificate in national level conference CSIR.
- I got certificate for participation in Smart India hackton.