**Jaya Singh**

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**9635239375**

**PROFESSIONAL SUMMARY:**

* **Around 5 Years of extensive experience in US and Australian Recruitment and Onboarding process.**
* Minimum 2+ years experience as US Onboarding.
* **1 year in Australia Recruitment.**
* Having experience in performing needs analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking, negotiating, making offers, onboarding, Exit formalities, Admin Executive, Background Check, creating contracts and closing candidates that can help actualize corporate missions etc.
* Solid Negotiation skills on Tax Terms (W2, 1099, C2C).
* Dealing with consultants on H1B, GC-EAD, OPT EAD, TN Visa, GC and US CITIZEN, etc. Negotiating the rates on Full Time, Contract, Contract to hire basis.
* Recruit qualified candidates to meet established hiring targets in a timely manner.
* Techniques include database and internet searches, postings and social networking.
* Clear understanding of business procedures and ability to work as an individual and as a part of team.
* Worked with permanent, Contract and contract to hire positions.
* Understanding the clients requirements, coordinating for short listing and screening including preliminary interview of the candidates.
* **Expertise in using job portals like Monster, Career Builder, Job Diva, Ceipal, Kizuna, Seek, Bull horn.**
* Known for timely and accurate work submitting only qualified candidates to clients.
* Strong understanding of technical IT Requirements.
* Immense talent and willingness to learn and grasp new skills.
* Software: All Windows operating systems, Microsoft Word and Excel.
* Strong Communication and Interpersonal skills and a combined team player / Leader and quick learner.
* Keeping Track of Responses & Shortlisting Profiles.
* Having experience in using workday.
* Ability to handle multi tasks

**Areas Of strength:**

* Better Understanding recruitment
* Offer Negotiation & closing
* Onboarding
* Workday, Pivot table, Bull Horn.
* Maintaining my own Data Base.
* GUI Tools: MS-Office., Ms-Outlook. MS Word, Excel, Power point.

**TECHNICAL SKILLS:**

* Proficient with various search engines. (Monster, Career Builder, Ciepal, Seek, Kizuna, Bullhorn).

**EDUCATION**:

* B-Tech (CSE) from (2013- 2017)

**PROFESSIONAL EXPERIENCE:**

**SUN TECHNOLOGY INC. PVT LTD,**

**BANGALORE. JAN 2018 to SEPT 2018**

**Technical Recruiter**

**Clients: AT&T, OUC, NCR, INTEL, GPC**

**Roles & Responsibilities:**

* Getting the requirements from Team Leader and Account Manager.
* Understanding the requirement and searching for matching resumes.
* Working with all consultants such as Citizen, GC, H1B, TN and EAD's.
* Assigned the tasks of negotiating offers with candidates to meet target gross margins of the organization
* Worked with permanent, Contract and contract to hire positions, Internal Hiring, Corporate recruitment.
* Resume Sourcing from various US Job portals (Monster, Career Builder, Naukri, LinkedIn etc.,)
* Responsible for recruiting and maintaining good relationship with existing candidates of the organisation.
* Worked with all kinds of technologies such as Java, Dot Net, Systems Administrator (NETWORK, UNIX, LINUX) etc.,
* Dealing with the consultants those who hold any of the following Visas: H1B, GC, US Citizen and TN.
* Experience in I94 verification.
* Will handle complete Onboarding lifecycle.
* Initiates and makes outbound calls to applicants relating to on-boarding process and/or documents received.
* Manage and coordinate new hire on boarding activities and act as the primary contact for all issues and opportunities related to the hire during the on boarding process.
* Verify applicant successfully completed the pre-employment drug screen & background check; follows up with applicant as needed.
* Follow up with applicant(s) to complete on-boarding process.
* Process and quality check received employment eligibility documents and required identification forms.
* Escalate non-completed/disqualified applicant(s) to the manager.
* Stake Holder Management.
* Work effectively in a team environment by balancing team and individual responsibilities. Contribute to building a positive team spirit; proactively look for and act on opportunities to assist the team.
* Submitting Resumes to Manager in time.
* Scheduling interviews between the candidate and hiring manager.
* Providing feed back to the team manager at the end of the day.
* Background checks of the candidate. And using Microsoft Excel, Pivot Table.
* Checking by preliminary round of interview to evaluate the communication skills and ability of the candidate to fit the client requirement.
* Maintaining the pool of candidate for future references, as causal mails & calls.

**IDC Technologies Solutions India Private Ltd, Jan 2019 to April 2021**

**BANGALORE**

**Technical Recruiter**

**Clients: Hexaware, Infosys, L&T, Virtusa**

**Roles & Responsibilities:**

* Getting the requirements from Assistant Manager.
* Understanding the requirement and searching for matching resumes.
* Working with consultants such as US Citizen and GC.
* Assigned the tasks of negotiating offers with candidates to meet target gross margins of the organization
* Worked with permanent, Contract and contract to hire positions.
* Resume Sourcing from various US Job portals (Monster, Career Builder, Ciepal and Job Diva etc.,)
* Responsible for recruiting and maintaining good relationship with existing candidates of the organization.
* Worked with all kinds of technologies such as Java, Dot Net, Sales force, System Administrator (NETWORK, UNIX, LINUX) etc.,
* Dealing with the consultants those who hold any of the following Visas: H1B, GC EAD, OPT EAD, GC, US Citizen, TN Visa.
* Experience in I94 verification.
* By using I94 will find out the Travel history and visa status of the candidates.
* Submitting Resumes to Manager in time.
* Providing feed back to the team manager at the end of the day.
* Speaking to the candidates on the job-details, pay rates, relocations and the skill-set match
* Participating in onboarding process by sending initial welcome emails, initiating background screening requirements, coordinating external drug testing efforts, and completing federal/state docs etc.,
* Performing data entry for completed screens on trackers and hiring talent
* Managing and organizing the Onboarding and Payroll shared inboxes,
* Verbal communication with US talent regarding outstanding screening items
* Creating a weekly ends management report, and completing employment verification forms.
* Work Experience:
* Minimum 2+ years experience as US Onboarding.
* Excellent English communication skills, written and verbal
* Proficient computer skills to ensure accuracy in reporting and recording information.
* Checking by preliminary round of interview to evaluate the communication skills and ability of the candidate to fit the client requirement.
* Maintaining the pool of candidate for future references, as causal mails & calls.

**Athena Health India Pvt Ltd. April 2021 - August 2022**

**Talent Acquisition Specialist**

**Bangalore**

* End-to-end recruitment including sourcing, staffing, scoping & on-boarding candidates.
* Screening: Short listing candidates sourced through portals (Naukri, Monster and LinkedIn Recruiter) and validating them on their experience and interest.
* Do the preliminary screening on all applicants: reviewing CV’s, scheduling for Manager Screen or hackerrank test and scheduling candidates for onsite interview.
* Expanding the scope of the recruitment process by using the Internet, job referrals,cold calling.
* Participated on weekend or weekly drives. Scheduling interviews for shortlisted candidates for drives for different locations like Bangalore, Chennai, Pune.
* Sharing hackerrank link to the shortlisted candidates.
* Experience in recruitment of IT & Non IT.
* Experience in working on workday.
* Creating excel report, pivot table for data entry.

C**lient - CMG ( Australia). Aug 2022 - May 2023**

**Trigent Software Pvt Ltd**

**Senior Recruitment Specialist**

**Bangalore**

* Worked for Chandler Macleod Group and payroll was Trigent Software Pvt Ltd.
* Worked for clients in CMG were Federal, State & Local Governments like NDIA, NDIS, DVA ( Department of Veterans Affairs), FACS, Workplace Gender Equality Agency, Dept. Of Home Affairs.
* Portal used like KIZUNA, SEEK, BULLHORN.
* On Bullhorn used to update candidates profile, scheduling interviews, submission and if candidates are selected then will have to update on Bullhorn.

**(Jaya Singh)**