**Akansh Malaviya**

**Contact Information:**

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**Summary:**

* Detailed oriented recruiter with 3 plus years of experience and a proven record in filling IT and Non IT positions..
* Experienced in connecting with people from different geographic locations and diverse cultural candidates with ease.
* Effective communicator, problem solver with an ability to anticipate, assess, and overcome recruiting challenges.
* Ability to train and mentor trainees, junior team members utilizing effective presentations and explaining the know-how of recruiting.

**Education:**

**Sandip Institute of Technology, Pune University**

* Bachelor of Engineering in Computer Science

**R.Y.K. Junior College of Science, Nashik**

* Higher Secondary Certificate in Science

**Silver Oak St. Andrews , Nashik**

* Secondary School Certificate

**Technical Skills:**

* Proficient in the use of Office 365 and MS Office Suite: Word, Excel, PowerPoint, Access and Outlook .
* Job Boards : Monster, Indeed, Career builder, LinkedIn and Dice
* Domestic Job Boards : Naukri, Monster and Indeed
* VMS : SAP Fieldglass, Beeline, Agile1, ZeroChaos and IQnavigator
* ATS : Job Diva.

**Professional Experience :**

**Ampcus Inc. (CMMi Level 3 Company) Jan 2017 – Present**

**Sr. Specialist -Talent Acquisition.**

**Description: US Recruitment IT & Non-IT Roles**

* Adept at hiring for Contract, Contract to Hire and Full Time positions utilizing a wide variety of sourcing techniques
* Develop candidate talent pipelines through sourcing channels, recruitment campaigns, internet searches, networking groups, social media, database search and referrals
* Conduct initial phone interview screens to assess candidate's skill level, interest and cultural fit
* Determine the type of employment and company experience the candidate is seeking and respond accordingly
* Develop professional relationships with candidates to identify their goals and ambitions
* Build relationships with team members, candidates and professional network
* Gaining insight and deep understanding on various roles through client calls and strategically documenting information to pass it on to other team members
* Recruiting for a number of Federal, Commercial clients and Implementation partners including the Fortune 500
* Identifies target companies, user groups, professional associations which could lead to qualified candidates
* Track and follow-up on all candidates; evaluated on the ability to connect with potential candidates and set interviews
* Execute full life cycle recruitment and strategic sourcing functions to support the area of Information Technology (IT); Enterprise Architects, Network Engineers, Systems Engineers, Technical Trainers, Implementation Analyst, Process Engineers, Applications Developers, Data Analyst and many more..
* Trained associate recruiters and trainees from scratch by having interactive sessions involving effective presentations in a class room style approach as well as on the job training.
* Experienced in working on Non-IT roles such as Program Manager, Project Managers, Business Analysts, Sales Specialist, Instructional Designer, Technical Writer, Administrative Assistant, Paralegal, Construction Supervisor, Customer Care Executive, Data Entry Officers, Help Desk Analyst and many more.
* Track and maintain candidate status, job postings and hiring status utilizing the ATS(Applicant Tracking System) JobDiva used by Ampcus Inc.
* Proficient in handling a number of VMS(Vendor management systems) Systems used by various clients including Beeline, Acceleration VMS-Agile1, SAP Fieldglass and IQnavigator.
* Generate and submit job postings on job boards and internal/external website
* Search resumes in applicant database and forward to appropriate hiring manager.
* Fully explain the steps of the interview process to candidates so that candidates are clear on expectations
* Gaining market intelligence including and understanding of the talent landscape in targeted geographic locations
* Making initial candidate contact and building relationships with the primary focus on lead generation and development of new candidate prospects

**Achievements and Other activities:**

* Supported the Domestic Recruiting Division of Ampcus with clients like JPMorgan Chase and Co. and Terex targeting metropolitan locations in Indiia like Mumbai, Bangalore and Hyderabad.
* Awarded 'The Rising Star Award' for exceptioal performance
* Successfully completed multiple campus drives for Ampcus at different colleges and recognized

by Sandip Institute of Technology as a 'Valuable Recruiter' for our efforts.

* Improvised corporate recruiting strategies at Ampcus by implementing a systematic multi level assessment approach.

**Personal Interests:**

* Reading
* Travelling
* Swimming

**Reference furnished upon request**