**Vineet Arvirai**

Results-oriented Recruiter with 12+ years of experience in Talent Acquisition and Headhunting across a broad range of industries. Success in leading effective strategies to improve recruitment and retention create new recruitment pipelines. Seeking to leverage background and experience to take next career step in recruitment with a highly respected organization focused on creating strong internal teams.

**PROFESSIONAL EXPERIENCE:-**

**April 2019 – March 2020 – The Recruit Hub – Recruiting Partner**

Delivery Head, Business Development, Business Acquisition, Vendor Management, Client development, contract signing, client relationship, C2H Hiring/ Permanent hiring, End to End recruitment, Client negotiations, GST Billing, TDS, invoice raising, vendor approach, Client follow-up, Closures.

Working on multiple roles in IT for permanent/ C2h for IT clients Pan India (Dot net-Azure, SQL etc), UI/UX/Web designer, Java, MSBI, SQL, T-SQL, SSIS, SSAS, SSRS, Power BI, Python, ML-Machine Learning, Data Scientist, OBIEE Consultant, Chat bot, MS-Azure, Angular, Android/ IOS. MDM-Master Data Management, ETL-Extract Transform Load, RPA-Robotic Process Automation.

**March 2015 – March 2019 (IT Recruiter - ADP RPO - USA) – ADP India Pvt Ltd -**

* Worked on End-to-end Recruitment for IT roles.
* Sourcing candidates through various job portals via (Indeed, Monster, CareerBuilder, Glassdor,LinkedIn, Github, Stackoverflow etc.)
* Job postings on various Job Boards.
* Submit candidates to the Hiring Manager for review, coordinate and schedule interviews with the clients.
* Accountable for major IT US clients for roles such as Python, Data Scientist, MSBI, Dot Net, SQL, Machine Learning, Chatbot, Artificial Intelligence, React JS, Java Script. IT-Helpdesk.
* Hands on experience in Recruitment across various IT Technology.
* Deliver shortlisted candidates to the clients with their key skills as per the client’s requirement.
* Preparing candidates for the interview with the clients.
* Responsible for strategy development which includes understanding the client’s requirement and mapping the relevant targets.

**July 2007 – February 2015 - Boyd & Moore Executive Search Pvt. Ltd.**

**Team Lead –Recruiter - Verticals Handled - Life Science, Automotive, Cosmetics, Fashion, FMCG, Chemicals, Finance, IT & Retail)**

* Candidate Development and Candidate Follow up’s
* Working on Retainers, Exclusive, Confidential and Contingency Searches of Clients
* Headhunting & Talent Development
* Mentoring and training the new hires
* Name Generation (Phone call(cold Calling) & Web Research)
* Candidates sourcing through various web portal(Linked In/Github etc)
* Submitting/Scheduling candidates to the Clients after profile matching
* Phone Interviews/Onsite/Video interview and understanding the candidates profile
* Market Mapping of Competitors for Clients
* Understanding the Clients Requirement according to the Job description and also explaining to the Team Members
* Lead/ Referral Generation
* Follow up with client and candidates for the deal closure.
* Handling the Database (Applicant Tracking System) named 'CBiz' and “BullHorn”

**Academic Qualification:**

* Bachelor of Business Administration from Periyar University (July 2012).

**Personal Details:**

* Date of Birth : 25-06-1983
* Marital Status : Separated
* Languages known : English, Hindi, Marathi, Telugu, Japanese(Business Professional)
* Email address : [vineet.arvirai@gmail.com](mailto:vineet.arvirai@gmail.com)
* Contacts : Mobile  9511773123/ 9822456057
* Interest: Listening Radio, Yog, Meditation, Gyming, Trekking, Camping.
* Currently in Pune but open for any location across Pan India.

**Certifications:**

* Hirist Tech Recruiter Certification – May 2020 from Hirist.com
* Core Recruitment Certification – June 2020 from Ranksheet
* Core HRM(Human Resource Management) Certification – June 2020 from Ranksheet