

## Harish Singh Rawat

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### Summary

A highly regarded, dedicated, well-qualified, results-oriented Corporate and Technical Recruiter with full-cycle recruitment expertise including developing enterprise-wide recruiting strategies, candidate generation, sourcing, screening, interviewing, offer negotiations, and closing candidates. Expertise in effectively filling open positions in a timely manner. Collaborative communicator continually focused on building relationships and promoting synergy across business lines and global units. *Areas of Expertise include:*

- Full-Cycle Recruitment
- Staff Development
- Strategic Planning
- Talent Development
- Relationship Building
- Sourcing Strategies
- On-Boarding
- Immigration/Visa Process

### Education

2009-2013 Bachelor of Engineering in Electrical and Electronics

### Professional Experience:

#### Collabera, Vadodara, Gujarat

#### Senior Technical recruiter – Financial/Insurance

**Dec 2014 – Present**

**Apr 2017 - Present**

#### Responsibilities:

Lead the full-cycle recruitment process for consultants specializing in various technical classifications: sourcing, screening, interviewing, checking references, extending offers, and negotiation of compensation packages. Utilize various sales and recruiting resources such as cold calls, email campaigns, candidate/employee referrals, internet searches and postings, LinkedIn and technical user groups. Did full life cycle recruiting for insurance and banking clients like FIS, Bank of America, AIG, Nationwide, Travelers Insurance, Blackrock, American Express, FINRA, HSBC.

- Effectively recruited IT Professionals in a time-sensitive environment.
- Specialized in Software Architects/Developers (Distributed and Mainframe), Database Architects/Developers/Administrators, Network/Security Engineers, Web Developers, Program/Product/Project Managers and Quality Assurance Testers/Analysts.
- Located potential candidates through Internet research, internal database, cold calling, referrals, networking, job fairs, and other strategies.
- Qualified candidates for appropriate positions through a process of sourcing, screening, and interviewing.
- Performed reference checks, negotiated terms and rates for each project, coordinated the interview process, extended offers, and closed candidates.
- Mentored junior resources.
- Followed client compliances with all due diligences. Handled multiple clients at once.

#### Technical Recruiter

**Dec 2014 – Apr 2017**

#### Roles and Responsibilities:

- Consulting with internal managers to identify client needs
- Managing candidates throughout interview and on-boarding process
- Supporting and partnering with both domestic and international offices to fill client needs
- Developing and maintaining relationships to build a professional network

### Technical training

**1. Company** : BHARAT HEAVY ELECTRICAL LIMITED (B.H.E.L)

**Designation** : Trainee

**Location** : Bhopal (M.P)

- Inspected transformer areas for unsafe structures, equipment, and working conditions.
- Acquired knowledge of transformer construction, testing and working.
- Assisted in inspections of transformer.

**2. Company** : C.R.I.S.P

**Designation** : Trainee

**Location** : Bhopal

- Acquired knowledge on operation of electrical circuit.

- Studied basic of plc and scada.
- Acquired knowledge in electric drives.
- Acquired knowledge on industrial automation.

## PROJECT

1. **Project Name** : Automatic Street light using light dependent resistor (LDR).  
**Coordinator** : Assistant Professor Rakeshwari pal  
**Applicability** : Street lights, camera.  
**Status** : Completed
2. **Project name** : Power quality improvement using UPQC on matlab  
**Coordinator** : Professor Leena Daniel.  
**Applicability** : Power system  
**Status** : Completed

## Personal Skills

- Take initiative and work independently or as part of a group.
- Well organized easily meets dead line.
- I am a good listener, quick decision maker and a confident person.