

Kalpana Tiwari
Email:Tiwarikalpana181993@gmail.com
Mobile: +91 7057474464

Objective:

Seeking a challenging position where my knowledge and skills on recruitment allows me to make an immediate contribution to a progressive company with continued personal and professional growth along with the organization.

Summary:

- I have around 6 years of Industrial experience and 3+ years of experience in US Based IT Recruitment
- Strong experience in a Consulting environment for searching and recruiting IT/software talent.
- Aggressive and Target oriented with ability to work in high pressure environment, multi - tasking, and self-motivated.
- Experience in recruiting candidates, negotiating rates, signing agreements, and closing the opportunities.
- Experience with candidate search using various job boards. Experience in understanding the technical requirements and present suitable candidates to the requirements.
- Ability to work effectively in high-pressure environments.
- Professional with a unique combination of theoretical knowledge and Technical experience, with the ability to prove myself.
- Assure responsibility and strive for collective growth and development, always keeping the Organization's goal as a Major Priority.
- Provided strategic leadership and coaching for Recruitment operations.
- Established new client relation and sourced appropriate applicants to fit client project specifications.

Computer Skills:

Microsoft Office (MS Excel, Outlook, Word, Power Point), MS Excel (VLOOKUP, Pivot table)

Recruitment Skill Set

- Multitasking ,Time management ,Listening skill, Sourcing ,Screening, Negotiation ,Scheduling interview

Achievement

- NLB recognizing me the Best Recruiter in 2021

Education Detail

B.Tech in computer science from ITM Gida Gorakhpur India 2014

Professional Experience

NLB Service
US IT Recruiter
March 2019-Till Date

Work Responsibilities:

- Experience in working with prime vendor and implementation partner like Cognizant, Wipro, Infosys, KPMG and Innover Digital .
- Sourcing/tracking and Posting the resumes from job portal like LinkedIn premium, Jobdiva, Monster, Dice and Indeed.
- Screen, shortlist and perform telephonic interview with candidates to evaluate skills, work experience and knowledge for current job opportunities and future goals.
- Match client positions with appropriate candidates and negotiate pay rates.
- Interacting with the IT Professionals for contract, contract to hire and permanent positions.
- Interacting with US citizens, GC holders, H1B,H4 EAD,TN,L2 EAD candidate for IT Positions
- Screening and short-listing the resumes as per client requirements and sending them to the Client
- Schedule all technical interviews with clients.
- Negotiate & convince the candidates to accept the offer & join at the earliest.
- Maintaining the relationship with the consultants/vendors so that the company does not have any joining problems or delivery problems from the consultants/vendor.

AMS (Vodafone)
Quality Analyst
Oct 2017- Feb 2019

- Worked as QA for Vodafone_ Delhi Postpaid and Vodafone big Shift

Skills: Process Improvement, Microsoft Excel

I energizer
Technical Support executive (Customer Service)
Jan 2015- May 2016

- Technical Support Executive For Panasonic Process and Vivo

Skills: Technical Support, Customer Relationship Management (CRM)

Seed InfoTech
Automation Tester trainee
July2014-Nov2014

STRENGTHS

- Good planning and organizing skills
- Quick learner
- Team player

PERSONAL DETAILS

Name : Kalpana Tiwari
Date of Birth : 18th Sep 1993

DECLARATION

I hereby declare that the above-furnished details are true to the best of my knowledge and belief.