**Kirti Verma**

**Pune, Maharashtra**

**verma.kirti1620@gmail.com**

**Contact No: 7987844323**

**Summary:**

* 2 years of experience in US Staffing – IT/Non-IT.
* Working experience with the portals – Dice, Monster, CareerBuilder, Job diva.
* Extensive experience in US tax terms – W2, 1099, crop to crop.
* Working experience with Application Tracking System (ATS).
* Expertise in finding qualified active and passive candidate through Virtual Marketing source like LinkedIn.

**Skills:**

* IT Recruitment
* Technical Recruiting
* Screening Resumes
* Strategic Planning
* Dice, Monster, CareerBuilder, LinkedIn and ATS

**Education:**

B. Tech- Electronics and Communication - Rajiv Gandhi Proudyogiki Vishwavidyalaya University – 2018

**Industry Experience:**

IT, Telecom, Finance, Healthcare/Pharma/Medical/Clinical, Engineering, Manufacturing, Utility, Publishing, Media & Entertainment.

**Client Supported:**

American Express, Hitachi, NBC Universal, GE Healthcare, HMH, Becton Dickenson, Unisys, Schneider Electric, Thermo Fisher, Capgemini.

**Position Worked on:**

**IT Position Worked on** - Portfolio Manager, Program Manager, Project Manager, Business Analyst, Data Analyst, Architect, UI/UX/Developer, Software Developer (C, C++,JAVA, .NET, PHP, Python, Big Data, SAP, Salesforce), Data Engineer, Data Scientist, DevOps Engineer, Business Intelligence Engineer/Architect/Manager, Test Engineer(Manual/ Automation), Network Engineer, Information Security Engineer/Analyst, System Administrator (Windows, Linux/Unix), Database Administrator (SQL, Oracle, NoSQL), Technical Writer etc.

**Non-IT Positions Worked on** – Customer Service, Admin Assistant, Data/Order Entry, Buyer/Supply Chain/Procurement, Corporate Recruiter, HR manager, Payroll Specialist, Accountant, Financial Analyst, Warehouse etc.

**Professional Experience:**

**Integration Infotech India Private Limited, Pune MH Jul 19 - Present**

**IT Recruiter/ Resource Deployment Executive**

* End to End Recruitment.
* Review and understand technical job requirements.
* Source, Screen, interview and evaluate candidates.
* Call applicants and perform phone screens.
* Describing the work duties, salary and benefits of a particular vacancy.
* Foster long terms relationship with candidates.
* Review applicants to verify if position requirements are met.
* Participate on conference call with hiring manager.
* Research new technologies.
* Follow up with candidates.
* Encompasses a good conversion ratio of submittals into interview and placements.

**Lancesoft lnc. Indore Nov 18 – July 19**

**IT/Non-IT Recruiter/Talent Acquisition Executive**

**Job Responsibilities:**

* Handling IT requirements from US based clients such as General Electric, Unisys, Consumer Energy, Capgemini, Thermo Fisher.
* Responsible for full-cycle recruiting: source candidates form Job Portals like Monster, Dice, CareerBuilder, negotiation and closed candidates for assigned requisitions.
* Skilled in how to close High-End candidates and then manages to take time to time follow up from them to make sure that submissions will get delivered into offers.
* Worked on W2 and Corp to Corp and sourced the candidates as well willing for H1 transfer and passed them to the H1B team.
* Well versed about US Terms like W2, C2C, 1099, US Visas, etc.
* Updated about technologies of the Client requirements and knowledge of current IT trend (such as .Net, Web API, C#, Full Stack, Java, Python, SQL Server, Angular/React, etc.)

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COURSE | INSTITUTION | UNIVERSITY/BOARD | PERCENTAGE/CGPA | PASSING YEAR |
| B.E. | Rajiv Gandhi Proudyogiki Vishwavidyalaya | RGTU | 70% | 2018 |
| Class 12th | Secondary School (MGHS) | MP Board | 65% | 2014 |
| Class 10th | High School Certificate (SKB) | MP Board | 6.8  (CGPA) | 2012 |

**Achievements and Rewards:**

* Organized Several events in IEEE.
* Secured 2nd position in inter college solo dance competition in 2018.

**IT Proficiency:**

* Programming Language: C
* Proficient in MS Office, Outlook, Excel, PowerPoint

**Personal Details:**

* Father’s Name : Mr. Jugal Kishore Verma
* Date of Birth : 16th Oct 1995
* Linguistic Proficiency : English & Hindi
* Hobbies : Dancing, Sketching and travelling

Name: - Kirti Verma

Date:

Signature: -