**Pratik V Motiramani**

**B/11, Nilay Apartment,**

**Gulab Tower Road,**

**Thaltej - 380054**

**Mobile No. 6355250821 / 7567068441**

[**pratikmotiramani@yahoo.co.in**](mailto:pratikmotiramani@yahoo.co.in)

**Objective:**

An energetic, ambitious and enthusiastic professional who has prior experience of maintaining existing client relationships and also generating new ones.

**Work Summary**

* **Proficuous Outsourcing Solution Pvt Ltd.**

**Recruitment Consultant (Healthcare Industry UK. )**

**29th August 2016 to Present**

**Job responsibility:**

* Responsible for attracting candidates and matching them to temporary or permanent positions jobs with client companies like NHS Hospitals and private hospitals.
* Developing a good understanding of client companies, their industry, what they do and their work culture and environment.
* Completing a search of the candidate database to find the right person for the employer’s vacancy.
* Receiving and reviewing applications, conducting interviews sorting out all compliance requirements.
* Requesting references and checking the suitability of applicants before submitting their details to the employer
* Booking the candidates for their shift using Outlook, client portal, NHSP professional, Health Roster.
* **Kites Staffing Inc.**

**Business Development Executive in IT recruitment process**

**April 2016 to August 2016**

**Job responsibility:**

* Client acquisition for IT Recruitment using LinkedIn
* Client Management ( From requirements to proper payments)
* Proper coordination with the recruitment teams and relationship managers to generate quality results.
* Build and maintain rapport with the New & Existing clients,
* Accountable for all client proposals, contracts, and any further documentation.
* **Martinez Hermanos Limited**

**Warehouse in- charge at Super Market**

**Malabo, Equatorial Guinea (West Africa)  
May 2015 to March 2016**

**Job Responsibility:**

* Responsible for timely Unloading of stocks received from Vendors as per Purchase order terms.
* Verify correct quantity as well as visual inspection & check the other parameter as per company policy.
* Report damages, shortages materials to the purchase / Warehouse Manager.
* Ensures that the right quantities, quality and other specifications of Inventory are received as per purchase order.
* MIS Management & maintain the Dash board
* Inventory Management
* Stock audit and reconciliation
* Supervise the receipt of all arriving consignments.
* **Record Flow Private Limited**

**MRT Support (Medical Records Retrieval Technician)**

**15 July 2013 to April 2015**

**Job Responsibility:**

* Calling Doctors' Clinics and Hospitals to get patients' medical history and provide those reports to the Insurance Companies for Government Audit, so the insurance companies can release their claims.
* **Medusind Solution Private Limited**

**Customer Care Executive**

**From December 2010 to June 2013**

**Job responsibility:**

* Generating Report from Doctors' dictated reports, procedures and notes & create files representing the treatment history of the patients.(Back Office)
* Eligibility check and Verification by making calls in Dental Insurance Companies to get patients' Policy Information.

**Educational Qualification:**

* Completed S.S.C. from SH High School, Amaravati, Maharashta with 54%
* Completed H.S.C. from GD Rathi School Amaravati, Maharashta with 50%

**Strengths:**

* Self-Motivating,
* Believing in team work,
* work very well under pressure,
* Supportive,
* Punctual,
* Good learning ability,
* Positive attitude & Honesty.

**Weakness:**

* Impatient

**Personal Details :**

* Date of birth : 23rd, September 1987
* Marital status : Married with son
* Languages known : Hindi, Sindhi, Gujarati, English.

Signature

Pratik Motiramani