

## SUMMARY:

- Certified ASA Corporate Lead Recruiter with 4+ years of experience in full-cycle recruitment, specializing in IT, Non-IT, Engineering, Pharma, Biotech, Healthcare, and Med-Tech industries. Hands-on experience in Sales & Marketing. Proven track record in sourcing and placing candidates across Contract, Contract-to-Hire, and Full-Time roles. Experienced in managing W2, Corp-to-Corp, and 1099 hiring models in the U.S., as well as T4 in Canada. Over the years, I've handled technical and non-technical roles, supporting top-tier clients across the U.S., Canada, and Brazil. Strong in client communication, sourcing, and handling end-to-end recruitment. I'm currently expanding my technical knowledge through a part-time Computer Science program at IIT Mandi. Passionate about recruiting top talent, driving hiring strategies, and continuously improving processes to meet client needs.

## CORE COMPETENCIES:

- Recruitment Strategy | Full-Cycle Recruiting | Contract & Full-Time Hiring
- IT, Non-IT, Life Sciences, Pharma, Biotech, Engineering, Med-Tech Talent Acquisition
- Sourcing Tools: LinkedIn Recruiter, Dice, Monster, CareerBuilder, Indeed
- ATS Proficiency: JobDiva, CEIPAL (Basic), SnapX.ai
- VMS Expertise: SAP Fieldglass, Beeline, Agile One (Acceleration VMS)
- Visa & Tax Compliance: W2, C2C, 1099, T4 | H1B, GC, EAD, OPT, TN, L1/L2
- Interview Coordination | Offer Negotiation | Talent Pipeline Building
- Client & Account Management | Resume Writing & Formatting

## PROFESSIONAL EXPERIENCE:

### SnapX.ai, Remote

**Apr 2025 – Present**

#### Lead Recruiter – Freelance

- Manage full-cycle recruitment across IT, Pharma, Life Science, Engineering, Healthcare, Scientific, Administrative, and Senior Management functions for clients including Kaiser Permanente, SK Life Science, DaVita, Tyson Foods, DCS Corp, TCS, BlackRock, Marsh McLennan, and other leading U.S.-based organizations.
- Source and place candidates across W2 Contract, Contract-to-Hire, and Full-Time positions such as Software Development, Technical Support, QA, Networking, Oracle Database Administration, SAP FICO (S/4HANA), Business Intelligence, and Business Analysis; Engineering functions including MES, Electrical, Project, and General Engineering; Scientific and Healthcare roles such as Scientist, QA, QC, Validation, EHS, Scientific Compliance, and Regulatory professionals aligned with GxP, GMP, and GLP standards; as well as core business functions like Financial Systems Project Management, Executive Assistance, and Office Coordination.
- Utilize company-owned SnapX.ai ATS, LinkedIn Recruiter, and U.S. Monster account for talent acquisition.

Reason for leaving: Took time to provide care and support for a close family member facing health concerns, while also enrolling in a Minor in Computer Science at IIT Mandi to enhance my technical recruitment skills.

### eTeam, Noida/ Remote

**Mar 2022 – Jul 2024**

#### Senior Technical Recruiter

- Led full-cycle recruitment for high-impact roles across the Pharma, Biotech, Medical Devices, Telecom, Aerospace, IT, and Engineering sectors.
- Successfully placed candidates across technical and non-technical roles such as Software Development, Cloud/DevOps, Data & Analytics, QA, Cybersecurity, UX/UI Design, Salesforce, ERP (SAP, Oracle), AI/ML, and Technical Support; Engineering disciplines including Mechanical, Electrical, Civil, and Design; Scientific and Life Sciences roles such as Scientific Compliance, Clinical Research, Regulatory Affairs, R&D Scientist, Technical Writer, Compliance Trainer, and Environmental Health & Safety (EHS) with a strong focus on GxP, GMP, and GLP compliance; as well as business functions including HR, Finance, Supply Chain, Office & Project Administration and Senior Top Management roles.
- Supported top-tier clients including Sanofi, GSK, Merck, Coca-Cola, Alcon, T-Mobile, Capital One, and Akamai.
- Handled both onshore hiring in the U.S. and offshore recruitment in Brazil for Akamai.
- Worked on Canada-based requirements for BNP Paribas.
- Proficient in managing various hiring models, including W2, Corp-to-Corp, and 1099 in the U.S., and T4 in Canada.
- Extensive hands-on experience with VMS platforms such as SAP Fieldglass, AgileOne (Acceleration VMS), and Beeline, managing end-to-end processes including candidate submissions, interview scheduling, and client

coordination.

- Maintained a high submittal-to-interview ratio by pre-screening candidates thoroughly.
- Managed end-to-end recruitment, including sourcing, interview scheduling, offer negotiation, and onboarding.
- Hands-on experience in LinkedIn Recruiter, job postings, advanced searches, and talent acquisition.
- Skilled with recruiting portals such as Monster, CareerBuilder, LinkedIn Recruiter, Dice, etc.
- Proficient in Applicant Tracking System (ATS) - Job Diva.
- Built candidate pipelines for recurring skill sets to reduce time-to-fill.
- Trained and mentored junior recruiters, contributing to team performance and knowledge sharing.
- Skilled in resume writing and formatting, including resume summaries, scheduling interviews, and coordinating with the team.

**Ashtech Solution, Noida/ Remote**

**Nov 2020 – Mar 2022**

### **Technical Recruiter**

- Conducted full-cycle recruitment for US-based clients through direct and implementation partners.
- Delivered talent acquisition for IT/Non-IT domains, supporting clients like Cognizant, Tech Mahindra, UST Global, and GlobalLogic.
- Worked with IT consultants across various experience levels, supporting roles such as Java/J2EE Developers, Python Developers, Machine Learning Engineers, Data Engineers, Data Analysts, Node.js Developers, and Cloud Engineers.
- Performed sourcing using Dice, Monster, CareerBuilder, and Job Diva.
- Effectively communicated with US candidates across multiple time zones.
- Built strong candidate pipelines across W2 and C2C positions, ensuring diversity and compliance.
- Negotiated compensation and closed offers successfully while ensuring candidate engagement.

### **EDUCATION:**

- Bachelor's in Technology in Civil Engineering from Himachal Pradesh Technical University, Hamirpur (H.P.), 2017

### **COURSES:**

**Minor in CSE & Next Gen Technologies (Part-Time Student) from IIT Mandi**

**Sep 2024 - Present**

- Enrolled in a part-time Computer Science program at IIT Mandi to improve my IT and tech knowledge.
- Gaining exposure to programming fundamentals, data structures, algorithms, and system design through an industry-relevant curriculum.
- Actively developing new skills and staying updated with trends in AI, data systems, and software engineering.

### **PROJECTS:**

#### **Interactive Resume Website**

Associated with Minor in CSE – CCE IIT Mandi

[Project URL](#)

- Built a fully responsive and interactive resume website using HTML, CSS, and Formspree, deployed via GitHub Pages. The site highlights my full-cycle recruiting experience across IT, Non-IT, Engineering, and Pharma sectors. It includes a downloadable PDF resume, categorized skills section, project portfolio, and a contact form integrated with Formspree.
- **Skills & Tools:** HTML, CSS, GitHub, GitHub Pages, Formspree, Responsive Web Design, Google Analytics, Web Development

#### **Tic Tac Toe Game – Console Application**

Associated with Minor in CSE – CCE IIT Mandi

[GitHub Repository](#)

- Developed a console-based Tic Tac Toe game in Python featuring a single-player mode against AI, a two-player mode, and options to save and load gameplay. Focused on applying logic-based programming and user input handling to build an interactive and modular design.
- **Skills & Tools:** Python, GitHub, OOP Concepts, File Handling, Game Logic. Web Version: HTML, GitHub Pages

#### **Candidate Tracker Dashboard**

Personal Project

- Built a dashboard using Excel and Python to visualize and manage candidate pipelines. The project includes data cleaning, analytics, and interactive charts to track submissions, interviews, and placements.
- **Skills & Tools:** Excel, Python, Pandas, Data Visualization, Dashboard Design

**CERTIFICATION AND TRAININGS:**

- Generative AI, Recruiting, and Talent Acquisition – Jun 2025 [Link](#)
- American Staffing Association Corporate Recruiting Professional Certificate, American Staffing Association – Apr 2025 [Link](#)
- Certified LinkedIn Recruiter User [Link](#)
- Senior Recruiter/Subject Matter Expert in Skill Enhancement and Employee Development, eTeam – Sep 2023 [Link](#)
- US EEO Compliance Training, eTeam – Mar 2022

**TECHNICAL SKILLS:**

- Job Portals: Dice, Monster, CareerBuilder, LinkedIn, Indeed
- ATS Tools: JobDiva, CEIPAL (basic), SnapX.ai
- VMS Tools: SAP Fieldglass, Beeline, Agile One
- Productivity: MS Office Suite (Word, Excel, Outlook, PowerPoint, Teams)

**ACHIEVEMENTS:**

- Closed 10+ high-impact roles in the Pharma domain within tight deadlines.
- Maintained 90 %+ interview-to-submittal success ratio consistently.

**PERSONAL ATTRIBUTES:**

- Strong interpersonal skills and ability to work in a high-pressure environment.
- Excellent communication and client-facing abilities.
- Detail-oriented with a focus on results and continuous improvement.

**LANGUAGES:****English**

Advanced Level

**Hindi**

Advanced Level

**Permanent Address:** Palampur (H.P.), India -176061

**AVAILABILITY:**

- Immediate Joiner | Open to Remote, Hybrid, and Onsite Roles