**Nitin Dhiman**
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**SUMMARY:**

- Certified ASA Corporate Lead Recruiter with 4+ years of experience in full-cycle recruitment, specializing in IT, Non-IT, Engineering, Pharma, 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. Dependable, target-driven, and always focused on results.

**CORE COMPETENCIES:**

- Recruitment Strategy | Full-Cycle Recruiting | Contract & Full-Time Hiring
- Life Sciences, Pharma, 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 and non-IT functions for clients such as TCS, Kaiser Permanente, Wunderlich-Malec, Tyson Foods, DCS Corp, 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 Infection Preventionist, Nurse Manager (Emergency Department), Scientific Compliance Specialist, 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.

**eTeam, Noida/ Remote**                                                                                       **Mar 2022 – Jul 2024**
**Senior Technical Recruiter**

- Led full-cycle recruitment for high-impact roles across the Pharma, Medical Devices, Telecom, Aerospace, IT, and non-IT 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 Specialist, Clinical Research Associate, Regulatory Affairs Associate, R&D Scientist, Technical Writer, Compliance Trainer, and Environmental Health & Safety (EHS) Specialist—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**
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