


Meet Patel

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Summary

- Proven work experience as a Talent Acquisition Specialist.
- Possess knowledge recruiting processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
- Effectively recruited candidates through Internet research, internal database, referrals, and other strategies
- Understanding the client requirements, coordinating for shortlisting and screening including a preliminary interview of the candidates.

Experience



Talent Acquisition Specialist

Kyra Solutions, Inc.

Mar 2020 - Present (3 months +)

- Coordinate with hiring managers to identify staffing needs
- Source potential candidates through online channels (e.g. social platforms and professional networks)
- Plan interview and selection procedures, including screening calls, assessments, and in-person interviews
- Design job descriptions and interview questions that reflect each position's requirements



Senior Bench Sales Recruiter

Dash Technologies Inc

Aug 2019 - Mar 2020 (8 months)

- Extensive experience in the field of IT (US - Staffing)
- Expert in Bench Sales including of H1B s, TN s, GC s, USC s & EAD s
- Coordinating with the consultant in order to know their comfortableness with the requirement before submitting to the Vendor.
- Posting the resume on all job portals like Dice, Monster, and social networking portals etc.
- Submitting the consultants to all the suitable job postings on all portals.
- Broadcasting the Profile of the consultant and the Holist of the company on a periodical basis.
- Track the submissions and make regular follow-ups.
- Reaching out for the maximum number of open requirements in the market.
- Intimate the entire team regarding client submissions to avoid duplication.
- Inform the consultant regarding the vendor calls and end client interview schedules.
- Prepare the consultants for the end client interviews.
- Ensure prompt delivery of the consultants.
- Negotiate rates with the Vendors/ Clients.
- Taking care of the Consultants whether they are comfortable with the work environment.
- Talking to the Vendors regarding the performance of the consultant and the quires that the consultant brings to my notice.

Maintaining Good interpersonal Relation with the Client and the Vendors.

Identifying potential Vendors and maintaining a healthy relation with them

Besides working on Bench Guys, got handsome experience working on the Direct Client Requirements of our Recruiting Team.



Bench Sales Recruiter

Dash Technologies Inc

Feb 2019 - Mar 2020 (1 year 2 months)

Working on Marketing Consultants as Bench Sales Recruiter.

- Analyze Requirement, finding and matching prospective candidates by telephone, e-mail and Internet to determine skills, experience and areas for geographic employment, preferences, and availability with the requirement.
- Involved in End to End in US International Recruitment Process.
- Sourcing, identifying, the Requirements from Top vendors to place Consultants in quick turnaround time in contract, contract-to-hire and permanent positions
- Responsible for full cycle of end to end recruitment.
- Establish and maintain a good relationship with the employees, vendors and the clients
- Marketing our bench own consultants to the suitable requirements

Education



Gujarat Technological University

High School Diploma, Electrical, Electronics and Communications Engineering

2015 - 2018

Electronics & Communication Engineering deals with the electronic devices, circuits, communication equipments like transmitter, receiver, integrated circuits (IC).

It also deals with basic electronics, analog and digital transmission & reception of data, voice and video (Example AM, FM, DTH), microprocessors, satellite communication, microwave engineering, antennae and wave progression.

It has helped me to gain the knowledge and skills on the basic concepts and theories that will equip me my professional work involving analysis, systems implementation, operation, production, and maintenance of the various applications in the field of Electronics and Communications Engineering.



Nelson's Higher Secondary School

2012 - 2015



Seventh Day Adventist Higher Secondary School

2003 - 2012

Licenses & Certifications



Adventure and Trekking camp - Junoon Trekking - Ahmedabad



C Programming For Beginners - Master the C Language - Udemy



Beginning C++ Programming - From Beginner to Beyond - Udemy



Java Programming Basics - Udemy



Java for Noobs - Udemy



Object Oriented Programming (OOPs) for JAVA Interviews - Udemy



Introduction to programming with Java - Udemy



Git & GitHub Crash Course: Create a Repository From Scratch - Udemy



Photoshop CC Retouching and Effects Masterclass - Udemy



Python Bootcamp 2020 Build 15 working Applications and Games - Udemy

Skills

IT Recruitment • Screening • Sourcing • Information Technology • Marketing • Databases • Management •
Microsoft Office • Customer Service • Interview Preparation