

AJAY DHOBBI

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Summary:

- Experienced recruitment professional with expertise in end-to-end recruitment Process and Sourcing & screening potential IT / NON-IT candidates for W2 contract/ full time/ Contract to hire openings.
- Results-driven Corporate Recruiter & Technical Recruiter having 2.5 years of distinguished experience in full-cycle recruiting a tall level across multiple industries (IT and Non-IT) and functions.
- Skilled in clear and concise technical and written communication, collaborating with team members, stakeholders, and clients to achieve project objectives.
- Skilled in the effective utilization of diverse Applicant Tracking Systems such as JobDiva, as well as LinkedIn Recruiter, Dice, Monster, indeed, & Career Builder.
- Proven ability to source quality candidates, conduct comprehensive recruitment activities, negotiate compensation packages, and facilitate interviews while maintaining compliance with legal and regulatory requirements.
- Skilled in data management and analysis, utilizing data-driven insights to optimize recruitment strategies and develop a strong talent pipeline.
- Builds strong relationships with account managers and maintains communication to ensure seamless collaboration in recruitment activities.
- Successful in negotiating compensation packages with employers and candidates to maximize profitability.
- Establishes and cultivates solid relationships to build a robust network of candidates.
- Manages all necessary paperwork related to recruitment activities, including preparing and negotiating offers for both permanent and contract positions.
- **Skills:** Advance Excel, Data Management & Deep Search, Payroll, HR Consulting and Inhouse recruitment.
- **Software:** MySQL, MS Office, Google Workplace & G – Suite.

Experience:

Technical Recruiter

10/2022 - 08/2023

Aestrix Resources, Vadodara

- Responsible for full life cycle recruiting, including sourcing, interviewing, qualifying and placement of a full range of IT and non-IT candidates for contract, contract to perm and direct hire positions on w2 hourly/ salaried work type.

- I am familiar with various job boards, including LinkedIn Recruiter, Career Builder, and others because I work as a Corporate Recruiter.
- Searching candidates for various requirement on behalf US clients on different platform and Database to shortlist them for further for hiring.
- Defining job descriptions and short-listing candidates based on the requirement, technology, skillset, experience, and education.
- Also doing the manual updating of the database on company's server for live tracking of all the candidate's status
- Strong in resume searching through traditional or non-traditional recruitment techniques strong salary/pay rate negotiations skills.
- Working extensively in ATS: Dice to source and harvest profiles, update records and submit deserving candidates to the clients.
- Call applicants and perform phone screens along with assignment of tech Assessment.
- Continuous follow with candidate from interview to hiring process.
- Monitoring the entire process of sourcing till the final placement of the candidates.

Corporate Recruiter

07/2021 -10/2022

Legacy Digitronics Private Limited, Vadodara

- End to end of Recruitment has enabled me to be a complete HR recruitment professional. It has enabled me to have a keen eye from the "start to end" scenario of a candidature concerning the recruitment life cycle and take a holistic decision on a candidature.
- Direct all hiring and training procedures for new employees. Coordinate with employees/candidates to conduct a relevant interview. Continually educate employees on company policies.
- Working with ATS, LinkedIn Recruiter, Apollo Search, indeed, Dice and Naukri.
- Organizing candidate's details with the help of Advance Excel (VLOOKUP, HLOOKUP, Pivot Table, Concatenate, Count it etc.
- Converting excel sheets to CSV file and importing in Client's Database.
- As per Client requirements, doing modification and updating in client's database.
- Prepare daily reports and communicate with clients over Zoom Meeting as well as email.

Quality Manager

04/2020 - 06/2021

Concentrix, Vadodara

- Led adherence to internal safety and operational procedures reduce risks and cost protecting employees, equipment, and property.

Educations

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Bachelor OF Commerce in (Human Resources Management) 6/2020 - 06/2023