
ABHISHEK JOSHI



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PUNE

**ABHISHEK JOSHI
PROCESS ANALYST
OUTLINE SYSTEMS INDIA PVT. LTD.**

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I am skilled in client relationship management, Process Analysis, Application tracking system. For the past 3 years I have been working in US IT staffing.

I have served multiple roles in my organization and worked on work request, RFP's for centralized and decentralized contracts.

I have served US Federal and State government both.

Looking for a change in IT sector to enhance my skills, knowledge and experience.

**Sincerely,
Abhishek Joshi**

Summary:

- Process Analyst at Outline Systems India Pvt. Ltd. Chandigarh for US IT staffing and providing IT services across USA.
- Rapport building and developing client-based solutions by understanding the customer's business needs and challenges.
- Experienced Professional in Business Development, Recruiting, and providing IT consultants from various disciplines to Clients in various domains.
- Full life cycle of IT solutions and staffing, business generation and recruiting experience with the ability to multi-task for various positions as per requirements.
- Pre-screening the candidates and gauging ones communication and technical skills for the required project.
- Maintained Essential Databases for every submitted consultant including their availability times, contact information and project completion.
- Proven track record in sales with history of consistently meeting or exceeding sales targets or quotas for new Business Development
- Strong communication skills in order to communicate, present, assert and speak to all the different stakeholders involved.
- Strong research and strategic analysis skills.
- Resolving issues with clients regarding process.
- Analyzed of all the process with Team work and reports to Manager with all the changes and modifications.

Skills:

Programming language:	C, C++, Assembly Language (8085, 8051).
software skills:	MS-CRM, MS-office MS Excel, Word, Power point Lync, P-Spice, LT-Spice, MATLAB, Cadence, Orcad-Capture, Design Spark., MS outlook, PDF acrobat, PDF escape.
Application:	Peoplefluent, JobDiva

Work experience:**Outline Systems India Pvt. LTD, Chandigarh****Sep 2015 – Present****22nd Century Technologies Inc., Somerset, NJ, U.S.****Process Analyst**

- Gathering requirements from clients, RFP, RFQ with due diligence to keep process smooth and steady.
- Daily Meeting with proposal team and recruitment team to meet up with all challenges with get the task order done before the time.
- Prepared presentations for weekly meeting with CEO and Business manager to give the report of all task done in a week and discussion on new improvements.
- Prepared Farming report of present consultant which are presently working with clients.
- Build and maintain a network of qualified candidates.
- Pre-screen candidates and schedule interviews with hiring managers; follow up with candidates; and assist with the decision-making process.
- Attended client meetings.
- Work closely with hiring managers to understand staffing needs, skills, knowledge, and abilities necessary for each open position.
- Ensure candidates have a complete understanding and realistic picture of job responsibilities, compensation, training, schedule requirements, benefits, growth opportunities, and company history/future.
- Remain in compliance with HR laws and adhere to company policies and procedures. Lead and complete special projects and additional tasks as assigned by HR management. Identify and engage in networks and talent streams.
- Build relationships and make strong connections with Clients
- Perform continuous reviews of a process or system to align processes (e.g. models, goals, expectations) with changing business conditions and new products and service offerings.

- Work closely with process architects (experts who create diagrams related to the detailed architecture/structure of all aspects of an organization) and other analysts to ensure process consistency, and techniques across the enterprise
- Assist in establishing system service metrics (e.g. levels of reliability in achieving desired outcomes) and help ensure that the system complies to the defined performance metrics
- Hands on with RFP's-Request for proposals, RFQ's- Request for quote WR- Work request for proposals.
- Meeting up the challenges.
- Front End for many contracts, and responsible for their clients.
- Reviewing IT Requisitions, RFP, RFQ's and Work Requests.
- Client rapport management.
- Documentation, Training and Support.
- Process Review and Enhancement.
- Scheduling Interviews of candidates to the client
- Maintain strong relationship with clients (Govt., State, Local)
- Resolved client issues with the process and assistance.
- Analyzing of all the process with Team work and reporting to Manager with all the changes and modification.
- Manage data for company prospective.

Education:

Bachelors of Technology in Electronics and Communication,
Manav Bharti University, HP

2014

Certification:

Hardware board Bring up and Simulation,
eInfochips Training & Research Academy (eiTRA), Ahmedabad, GJ

2015