

Career objective:

Aiming to be associated with progressive organization where I will get an ambiance to work with my full potential to enhance my knowledge. Seeking a position to utilize my skills and abilities in a challenging environment that provides me opportunities, professional development and contributing constructively to the organization. I want to be a part of highly efficient and dynamic team, dedicated to continuous growth of organization.

Summary:

Highly motivated, results oriented full life cycle Corporate Recruiter with commitment to client service and candidate recruitment. Manage relationships and interact effectively with all levels of management and prospective candidates, with an ability to manage multiple positions in a fast-pace and changing work environment. I am passionate about building relationships and helping to find the best and brightest in consulting talent.

Specialties:

- Full cycle recruiting from formulating the Job Description, sourcing, phone or face to face screening, salary negotiations to on boarding the candidate.
- Building strong relationships with hiring managers and key stake holders to understand their hiring needs and finding the correct individuals to fulfill their needs.
- Working on high volume positions with great turnaround and closure time.
- Formulating various strategies to attract talented professionals and passive candidates.
- Extensive use of Social Media, and Networking Sites for full cycle recruiting.

Professional Experience:

Flexton Business Solutions Pvt. Ltd.

Feb 2019- Present

- Recruiting for Technical positions within software environment.
- Daily sourcing assignments to identify W2/C2C contract and fulltime candidates to use on clients' projects.
- Full life Cycle Recruiting form Sourcing, Recruiting, Negotiating Salaries, etc.
- Utilizing Job boards like LinkedIn, Monster, Dice, CareerBuilder, and Indeed.
- Recruited for a variety of IT professionals: Programmers/Analysts, Software/Hardware Engineers, Infrastructure Engineers, Ios/Android Developers, Data Architects/Data Modelers, BIG DATA, Database Administrators, Systems Architects, ERP Consultants, Systems Analysts, System Developers, System Administrators, LAN/WAN Specialists, Business Analysts, Configuration Managers, IT Managers/Directors, Trainers, QA Analysts, IT Sales, Technical Writers, Project Managers, etc.

Virtual Recruiters

US Recruiter

June 2018 – December 2018

- Ability to plan, initiate and develop successful recruiting techniques in a highly competitive market.
- Based on the client's requirement, Sourcing & short-listing the candidates using Internal Database, job portals like Dice, Monster, Career Builder, Indeed, and LinkedIn.
- Prescreened candidates with detailed phone-screens evaluating candidate's compatibility with specific job requirements, ensuring a right fit, prior to submission to the client.
- Coordinating with the clients for the interview.
- Recruited for permanent, full time, contract and contract to hire opportunities.
- Has experience in dealing with GC Holders, UC citizens and H1B for the requirements.
- Constantly updated the data bank to minimize the sourcing time and to help in both emergency and long-term recruitment.

Xoriant Solutions Pvt. Ltd.

IT Recruiter

Nov 2015 – May 2017

- Involved in full cycle Recruitment involving sourcing, identifying, and interviewing, screening and placing personnel in quick turnaround time in contract, contract with hire and permanent positions.

- Working individually and independently as Recruiter and sourced suitable candidates for multiple requirements like Android Developer, .Net Developer, IOS, Program Manager- Networking, Wireless Engineer, Technical Writer, Infrastructure Project Manager, DBA, Financial Business Analyst, QA Engineer, Game Tester, Desktop Support Specialist, BA Cognos, Oracle developer, Data Analyst, Oracle DBA, Supply Chain Project Manager, etc.
- Having experience in performing needs analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking, negotiating, making offers, creating contracts and closing candidates that can help actualize corporate missions.
- Get requirements from various clients across USA, understanding the client's requirements, cold calling, coordinating for short listing and screening including preliminary interview.
- Strongly negotiate with candidates on Hourly pay or Annual Salaried basis to have them on company's payroll at the best possible rates.
- Possess knowledge of sales and recruiting processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
- Effectively recruited candidates through Internet research, internal database, referrals, and other strategies.
- Expertise in using job portals like Dice, Monster, Ladders, Indeed, Career Builder, Job Diva, LinkedIn, Google, Tech fetch, Monster, Talent bin, Sourcing hub as well as other passive sources.
- Understanding the client requirements, coordinating for short listing and screening including preliminary interview of the candidates
- Handled all the IT Technologies involving combination of complex skill sets and rare technologies.
- Extensive experience of Internet Recruiting for candidates and industry leads, pre-screening to quality potential candidates.
- Working with Green Card / TN's / L2 EAD / H4 EAD & US Citizens to hire Technical Resources on W2 and C2C and H1 as well for Corp to Corp Requirements on contract, contract to hire and permanent positions.
- Keeping Track of Responses & Short-listing Profiles.
- Scheduling Telephonic / Skype / Face to Face Interviews.

iPlace USA

Recruiter

Jan 2015 – October 2015

As an international recruiter, I conduct in-depth technical and nontechnical interviews for positions in Fortune 500 high-tech corporations nationwide. Source candidates using various Internet based sourcing techniques: job boards, web crawlers, search engines, social networking tools, university alumni sites, blogs, local organizations websites, discussion groups, and public and proprietary resume databases.

- Full lifecycle recruiting experience understanding the job order, sourcing the right candidate, handling negotiations, and closing deals.
- Conduct professional assessment and verification for skills, experience, availability, compensation requirements and willingness to travel/relocate and overall suitability for the position.
- Perform all due diligence steps including background screening and reference checking to mitigate fulfillment risks.
- Work on various technical requirements and conduct primary sourcing and requirement specific technical screenings. Sample job orders worked on: JAVA, C++, .NET, ORACLE, CRM, SQL, PL/SQL, PeopleSoft, Cisco, SharePoint, SDET Quality Analysis, Data Warehouse Architecture, Solutions Engineering, Lotus Notes Development, Network Engineering, Software Engineering, etc.
- Work on nontechnical requirements like Project Management, Business Development Management, Technical Writing, Business Analysis, Underwriting, Econometrics, Project Coordination, Process Development, Drug Safety, Scientist II, etc.
- Thorough knowledge of recruiting process from sourcing to recruiting for different employment statuses like W2, Corp-to-Corp, 1099 and for U.S. Citizens, GC, H1B, TN1, and EAD holders.
- Hands-on experience with Applicant Tracking Systems (ATS) like Bullhorn, CATS and Send outs.
- Prepare submittal documents and relevant documents as necessary for each shortlisted candidate and schedule interviews.
- Communicate with candidates throughout the hiring process.
- Maintain daily and weekly client reports.

STC Technologies Private Limited
HR Executive and Administrative Head
April 2013 – Dec 2014

- Understanding the manpower requisition within the company.
- Sourcing, screening and contacting candidates which matches the desired skills.
- Leadership communication skills.
- Organization and prioritization skills.
- Interviewing candidates.
- Joining formalities.
- Handling Employee Database (Both in Soft Form and Files Management).
- Leaves and Attendance Management.
- Confirmations, Performance Appraisals, Performance Management.
- Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, and Transfer etc.
- To explain the various policies, strategies and benefits to employees.
- Motivating the employees on day-to-day basis.
- Maintaining the record of the daily and monthly incentives.
- To manage onboard, Induction and exit formalities.
- Assist with setup of new employee files.
- Service agreements, Appointment letter, Confirmation, transfers and promotion letters.
- Assist with completing new hire paperwork.
- Assist with setup of new employee files.
- Maintenance of Contractors and Vendors records.
- MIS Report updating.
- Updates and enters information regarding new hires, transfer, termination and all personnel status changes.
- Disciplinary action / Absenteeism records.

Seed InfoTech Limited, Bhilai
Administrative Head
July 2011 – October 2012

As an Administrative Head I performed office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects. Responsibilities involved various activities at different level starting from attending phone calls, taking memos and maintaining files.

- Supervising staff members.
- Monitoring and recording expenditures. Created spreadsheets to report expenses to my office manager.
- Created and revised systems and procedures by analyzing operating practices, record keeping systems, forms control, office layout, and budgetary and personnel requirements; implemented changes.
- Organizing placement drives for generating jobs for students and to increase USP of the company.
- Planned events like meetings and competitive contests/events. This required researching vendor prices or inquiring about participants' availability.
- Scheduled appointments and prepared presentation materials with the help of power point slides.
- Helped office members with documentation and proof reading of the documents.
- Infrastructure management including maintenance and calling for repairs.
- Cash handling. Maintaining bookkeeping records of monthly expenses.
- Maintaining details of all the clients and partner companies.
- To sort and distribute incoming mail to areas and staff within the organization and dispatch outgoing mail.
- Wrote business letters, reports or office memos using word processing programs.
- Maintained stock inventory by checking to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Handling marketing activities by drafting ads and coordinating with designers, marketing executives, journalists and media professionals.
- Budgeting for marketing, organizational expenses and extra curricular expenses.
- Developing marketing strategies for increasing sales.
- Student counseling, taking admissions, maintaining receipts and payments records.

Seed InfoTech Limited, Bhilai

Counsellor cum Administrative Assistant

July 2010 - July 2011

SEED Infotech is an ISO 9001:2008 certified organization company which provides end to end solutions to the Information Technology Industry. Its motive is to provide IT training to students and professionals along with placement assistance.

- I was responsible for administering all aspects of the institution and admissions process. Educating students and parents about the company and the suitable courses for them as per their profiles.
- Other works includes:
- Keeping track of the admissions procedure.
- Providing appropriate discount offers within the budgeted amount to the students to convert queries into admissions.
- Maintaining student records and profiles.
- Keeping a track with the placement cell in campus drive activities and informing students with the matching Job requirements.
- Keeping a track of the projected monthly budget and successfully achieving it.
- Maintain inventory stock in track and updating it over the list.
- Managing batch timings as per the students and faculty availability and maintaining batch reports.
- Coordinating with the faculties and managing students as per their schedule.
- Managing meetings, students' challenges, externals visit.
- Adaptability and ability to work under pressure.
- Entering all Accounts Payable & Receivable Entries and bookkeeping all the expenses.
- Provide Administrative Support to the Managers within the Department.
- Preparing MIS, DCR, collection, target sheets, inventory sheet, certificate issue reports, batch report etc. and sending it to HO on daily, weekly and monthly basis.
- Monitor Monthly Accruals and payments.
- Managing Salary accounts for other staffs within the company.
- Proper Filing and Documentation.
- Examination conduction.
- Courseware and syllabus designing.
- Effectively communicating daily activities to the center Manager.

Educational Details:

Masters in Commerce, Pandit Ravishankar Shukla University , Raipur (C.G.), **2011- 13**

Bachelor of Commerce, Pandit Ravishankar Shukla University, Raipur (C.G.), **2010- 11**