

Shivani Singh Gaur

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B. Tech (Information Technology)

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Career Objective

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

SUMMARY

- Experienced Recruiter in IT and Non-IT positions for US & Canada staffing. Experienced in working for Global Clients.
- I have the ability to recognize where improvements are needed within a current business process and implement them without it interfering with my daily schedule.
- I never avoid participating within the group dynamics, always willing to offer assistance where needed.
- I truly believe that the health and prosperity of a team adds to the prosperity of an employer.
- Outstanding written and oral communication skills, expert in customer service and end-user support with exceptional ability to communicate both business and technology issues in plain, simple language understandable at all levels of technical expertise.
- Multiple domain knowledge in Infrastructure Technology.
- Honesty, integrity, hard work and focus are my motto. "Say what you mean and do what you say". Never forgetting that a sense of humor is always needed too.

Qualification

Graduated from K.I.E.T. Group of Institutions, Ghaziabad Dr. A.P.J.A.K.T.U B. Tech (I.T.) 2018

Diploma Veerangana Jhalkaribai Govt Girls Polytechnic, Jhansi. BTEUP LUCKNOW 2013

High School Gyansthal Public School, Jhansi UP Board 2011

Projects:-

- Clubster (Android App): Final year project.
- Developed the mobile app for various clubs running in our college.
- CSIR-NISCAIR Mobile App :(5th June 2017 to 14th July 2017) After 6thsem.
Developed the mobile app for NISCAIR on android platform.
- Website testing (olx.com): (10th Apr 2017 to 19th May 2017) 6th SEM.
- Test olx website by manual and automation testing technique.

Trainings & Workshops

- Successfully completed 6 weeks training at NISCAIR Delhi on Android technology from 5th June 2017 to 14th July 2017.
- Completed software testing course covering manual testing concepts and basics of automation tool Selenium. (Feb 2017 – Aug 2017).
- Participated in Entrepreneurship Workshop organized at K.I.E.T. Group of Institutions, Ghaziabad in 2016.
- Participated in Big Data Workshop organized at K.I.E.T. Group of Institutions, Ghaziabad in 2016.
- Successfully completed Summer Training in JAVA Programming language conducted at Infosys, Jhansi (Jan 2015).
- Successfully completed Summer Training in C Programming language conducted at Infosys, Jhansi (Jan 2014).

Technical Skills

Languages: C, Core java.

Development Tools: Blender.

Database: MySQL

MS office: MS office 2003, 2007, 2010, Office365, MS PowerPoint, MS Excel, MS Word.

Tools Used for Sourcing/Recruiting:

Career builder
Monster
Dice
Job Diva (ATS)

Gbams (Client portal)
LinkedIn
Indeed
Taleo

SPECIALTIES in Sourcing/Recruiting for:

- Recruiting, sourcing, new business development, supervision and training of junior staff.
- Recruited for positions like – (Applications & Management domains) Program Managers, Software Design Engineers (SDE).NET Developers, Silverlight developers-WCF/WPF, IOS Developer, SQL server, C# Developers, Project Managers, Program Managers and C/C++ Developers, Oracle DBA, SAP-Consultants, Java developers, Web developers, DBA, System engineers, BI Solution Architect, etc
- Infra –Domain: Desktop-Engineer/Support/Analyst/technician, Virtualization engineer, Network-technician/analyst/admin/engineer/architect/engineer Systems admin/engineer, Infrastructure manager, Solutions architect, Database Admin, Datacenter Engineer, Storage and backup Admin etc.

Soft Skills

- Good Command over communication i.e. written and verbal in English, Professional Touch, Fluency and confidence.
- Quick Adaptability and Learning in terms of Market, Technology and Human behavior. Good co-ordination skills and self-driver.
- Aggressiveness and extrovert.

Professional Experience



DIVERSE LYNX
August 2018 – Present
Technical Recruiter
<https://www.diverselynx.com/>

Responsibilities:

- Responsible for talent acquisition strategies and fulfillment for all positions both technical and non-technical roles.
- Source, search and submit candidates to open positions.
- Establish and maintain relationship with managers. Own and track progress of candidate offer/hire process. Conduct telephone interviews, face-to-face recruiter interviews and recommend candidates for Final Rounds. Review resumes and on-line applications for open positions.
- Maintain database and coordinate management participation in the recruiting cycle.
- Support the Reporting and tracking all aspects of the recruiting life cycle.
- Creating, organizing and updating shared documents including, resumes, tracking documents, and checklists. Training and mentor Recruiting Coordinators & Management Trainees.
- Acquired good understanding of the H1 visa application process and the green card (PERM) process.
- Acquired in depth knowledge & understanding of company's policies & benefits.
- Developed strong negotiating & closing skills.
- Responsible for END to END Recruitment. (H1B, GC and CITIZENS).
- Working experience with Direct Clients and covering all the requirements given on a standard period of time.

Positions Recruited:- Program Managers, Software Design Engineers (SDE).NET Developers, Silverlight developers-WCF/WPF, IOS Developer, SQL server, C# Developers, Project Managers, Program Managers and C/C++ Developers, Oracle DBA, SAP-Consultants, Java developers , Web developers, DBA, System engineers, BI Solution Architect,

Extra - Curricular Activities

- Coordinator in Endeavour- 2017 and Active Participation in Endeavour- 2017 and 2016.
- Actively Participated in Cultural fest in EPOQUE'18, EPOQUE'17, and EPOQUE'16 of college.
- Participated in INNO PATRAM (Idea presentation on poster) in TECH FEST'16 of college.
- Participated in college dance event (flashmob)
- Participated in college Volleyball team.

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

Dated: SHIVANI SINGH GAUR