

## **Nitish Kumar-(Monteee)**

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### **Career Objective**

- Seeking a position with as a IT Recruiter utilizing acquired human resource knowledge as well as administrative and communication skills
- Knowledge with job sites such as Dice, Monster, and Tech fetch, Career builder etc.
- Excellent experience to work with W2 candidates for direct client's requirements as well as corp-corp (C2C) requirements with implementers.
- Well aware about Tax Terms – 1099, W2 and C2C
- Experience in Visas – TN, OPTS, H1B, EAD, and Green Card, US Citizen.
- Have good experience working in IT (Technical & Functional), Financial, industries requirements.
- Good Team player with Interpersonal, good verbal and oral communication skills in English.
- Work extensively with MS Office tools like Word, Excel, and Outlook
- Worked on Recruiting H1B Consultants, Green card Holders & US Citizens for Direct Client Requirements & Vendor Requirements.
- Having Strong Vendor database for Corp-Corp requirements.
- Good Interpersonal, Convincing, Rate Negotiation, Analytical & Problem-solving Skills.

### **EDUCATION**

- B.Tech. - budge budge institute of technology.(MAKUT)  
Computer science and engineering.  
7.01 C.G.P,-2017

### **SPECIALIZED SKILLS**

- Excellent interpersonal and communication skills
- Multi-tasking abilities with proficiency in organizing and managing different tasks
- Expert knowledge of handling administration and paperwork
- Ability of recruiting, training and supervising staff

### **Professional Experience**

#### **Vaspire Technologies Inc., Noida Sector-63**

**Feb 2020–Till Now**

#### **Sr. Technical Recruiter**

#### **Responsibilities:-**

- Experience with technical recruiting with direct clients/Implementation Partners i.e. Altran, Infosys, Xavient, Birlasoft etc.
- Experience in Boolean Search and finding candidates.
- Source candidates through job boards, Dice, Monster, CB, ATS, LinkedIn references and other.
- Expert in posting job to get the maximum number of applicant.
- Contact and interview candidates and fill out their skill matrix
- Identify and match candidate skills and levels of expertise with client requirements
- Screen candidates to test their skills background

- Document and maintain updated candidate contacts.
- Check references on client request.
- Excellent interpersonal and coaching skills.
- Worked with various departments on states.
- Worked independently with minimal supervision.
- Skills in database management and record keeping.
- Gather and analyse information skilfully.
- Demonstrate resourcefulness and initiative in dealing with daily assumptions

**Rose international Pvt Ltd. Noida**

**Sept 2019 – Jan 2020**

**Technical Recruiter**

**Responsibilities:-**

- Dealing with third parties for Corp-Corp and independent candidates for W2 and 1099 with End to End and Sourcing Support.
- Responsible for full cycle of recruitment and end to end recruitment and sourcing,
- Working experience of effectively using online resume banks like Dice, Monster, Prohires, Google groups etc.
- Maintained daily, weekly, monthly status list of all activities, i.e., candidates interviewed, screened, and hired.
- Worked with H1B, EAD's, and Green card Holders and Citizens with constraints and complicated requirements.
- Negotiating the pay rates with the consultant and Employers

**Promethium It Solutuions Pvt Ltd, Noida**

**Aug 2018 to Aug-2019**

**Technical Recruiter**

**Responsibilities**

- Developed and implemented recruiting strategies for various positions, sourced the active and passive market, screened applicants/résumés, arranged and conducted both phone and in-person interviews.
- Work on various IT/ Non-IT& Banking clients based in US.
- Understand the technicalities of the requirement and analyze the client's need.
- Preliminary screening/ short listing the right qualitative profile against the given requirement of the resumes sourced through referencing, headhunting, Database, Portals.
- Training the candidates on interview patterns and interview tips for all the rounds of interview.
- Co-ordinate interviews with the candidate & client efficiently.
- Responsibilities include sourcing, screening, interviewing and recommending candidates for employment
- Experienced in rate and salary negotiation on 1099, C2C as well as W2.

I hereby declare that the information furnished above is correct to the best of my knowledge.

Place:

Date:

Nitish Kumar (Montee)

