CURRICULUM VITAE

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Objective:

To work for an organization that provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

Summary:

- Around 4 years of total experience in US IT recruitment, HR recruitment/Operation and HR Admin.
- Eager to learn new technologies and methodologies.
- Always willing to innovate to the new things which can improve the existing technology.
- Having 1.5 years of experience in **US Staffing Recruitment**. In which I was take care of end to end recruitment for different IT and Healthcare IT Client for junior level to senior Level hiring.
- Experience in End to End recruiting process starting from job posting, sourcing candidate, conducting interview, drafting offer letter, background, drug screens and conducting New Hire Orientation.
- Maintain In-house Employee Records.
- Responsible to understand and analyze the requirements in different domain categories.
- Evaluate candidate's strengths compared with client's requirements by, for example evaluating, screening, and interviewing the candidate.
- Handling the pay rolling, Attendances management, Leave management and HR portal management.

Education: Bachelor's in *Electronics & Communication Engineering* from BPUT, Orissa 2016.

Technical Skills:

Operating System: Window XP, 2000, 98, LINUX;
Language: 'C', 'C++'
ATS: Job Diva
VMS: Beeline
Attendance Software: ESSL
Knowledge of Networking, In-motion Hosting, Vonage Setup
Others: MS-Word, MS-Excel, MS-PowerPoint and Internet

Certification:

PLC WITH SCADA

Academic Project:

Project Name: Railway Track Crack Detection System
Team Size: 6.
Role- Team Lead
Description: with the help of this system we can find the crack in railway track and through CCTV we can find the exact location of crack and avoid the accident.
Sensor senses the crack in track and informs the control room through alarm.
From this project we conclude that by the help of latest technology we will save the life y using this particular vehicle to detect the obstacles on the trace and avoid any kind of accident.

Professional Experience:

Samson Software Solution Pvt Ltd.
Asst. Manager HR 											**(April 2019- Feb 2020)**

- Understand the human resource need recognition and identification
- Recruiting skilled candidates for hiring from various sources
- Conducted personal interviews, qualitative tests for efficient candidate assessment
- Salary Negotiations as per the skills, experience, position. etc.
- Documents verification and maintenance of employee documents
- Taking Induction of the Candidates employed within the organization
- Arranging learning and development or training if required
- Responsible for interfacing Management, Key Account Managers, Hiring managers for understanding the requirements and work in coordination with them
- Efficient planning and communication with management and regular reporting and documentation
- Executed targeted strategies for attracting, selecting and then placing top talents internally.
- Extensive end-to-end recruitment(sourcing, screening, interview coordination, follow-ups)
- Employee engagement and retention, handling employee grievances, Vendor management, and Pay rolling

Matrix Technology Group, Inc. Noida 					**(May 2017-March 2019)**
Asst. Manager HR /Admin

- Managing the complete Recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower.
- Scrutinizing different channels of Recruitment and selecting the most effective recruitment strategy resulting into minimum recruitment cost.
- Handling the matters of Recruitment & Selection.
- Offer discussion, negotiation and finalization
- Reference Checks
- Joining Formalities, Induction
- Handling End to End Recruitment across middle and senior level mandate of various functions/skill sets through sourcing, screening and short listing candidates to Setting up and coordinating interviews.
- Well versed with the all the job portal like dice, Monster, carrier builder, shine, Naukri, Times Job.
- Giving training to Fresher and guiding them through the process of US IT Recruitment.
- Involve in creating policy for employee on the behalf of Company.
- Handling Administrative roles like finance, bills and record keeping.
- Directly Report to Company **CEO and India Business Head.**

Global Recruitment Solution (Noida) 					**(Dec 2016 – May 2017)**
Technical IT Recruiter (Healthcare)

- Oversaw the recruiting process including client screening, editing of resumes, skill testing, reference and background checks, negotiating all facets of wages for contract and contact to hire clients and Full Time Client.
- Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks.
- Participated in full cycle of recruiting to include sourcing, screening, Rate negotiation, and Placement information technology candidate.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Search Techniques includes: Boolean Expression, use-to exclude, single word with multiple word phrases. Use this and other sources like references and employee referrals for building up a Virtual Inventory of qualified consultants.
- Recruited for all level of Healthcare candidates from Developers to Project Managers.
- Working on **H1B Transfer** Cases.
- Monitor & maintain database for catering to the client needs from time to time, update candidate hot list & requirement list.

- Specially Recruiting on Facets, Healthcare Domain requirements.
- Working for Direct Healthcare Client Like **Alta Hospital, Hoag Hospital, Concerto Health, Kaiser, Blue Cross Blue Shield, Blue Shield of California** and also work on Implementation Partner Like **Infosys, Cognizant, IBM.**

Tekshapers Inc. Noida   **(Jan 2016 –Nov 2016)**
IT Technical Recruiter

- Done recruitment for IT Sector primarily & non IT Verticals. Recruited for Telecom, Healthcare, Pharmaceutical, Retail, Payment Processing, Ecommerce, Financial, Banking domains.
- Well versed with C2C, W2, 1099 & Fulltime Hiring.
- Commendable Data Management & terrific Communication skills.
- Involved in end-to-end recruitment cycle, right from screening of the CVs up to the final closure of the position.
- Sourcing profiles from Jobsites, Internal Database, and References for Entry Level, Junior Level, Mid Level, and senior level -vacant positions.
- Creating the job descriptions and advertising it on the different Job Portals & Social Networks etc.
- Ensure that recruitment targets are met on time.
- Assisting the team in conducting HR round & Interviewing the Candidates to judge the candidate's suitability, right attitude, academic & professional qualifications, experience, communication skills etc.
- Maintaining a Systematic and Comprehensive Database as a tracked record of the end to end recruitment cycle
- Submitting the Recruitment Updates on a daily basis to the HR –Manager and Director.
- Handling the Vendors for active Requirement follow up with them till Final Closures for Quality Delivery.
- Handling Client & Client Technical Team Interaction for Understanding the requirements
- Maintain database of current and potential candidates gathered from recruiting sources and applicant tracking system.
- Posting positions on various job boards, and using applicant tracking system.
- Client: **Capgemini, Emids, Impetus, Infosys and few Tier 1 vendors.**

Declaration:

I hereby declare that above mentioned information is true to the best of my knowledge and belief.

SIGNATURE

(Ravi Shekhar Mishra)