# ANIT KUMAR

Sourcer/Recruiter at Fusion Business Solution Pvt. Ltd. Udaipur

Town-Sadri, Dist.-Pali, Rajasthan, India, 306702 Dob: 23- Sep- 1994 +91- 9829275254 anitmarwar@gmail.com

#### **Summary**

3+ years experience in US Outsource Staffing and highly skilled in sourcing appropriate/relevant candidates according to the Job description of the client through various Job Portals such as: Monster, Career Builder, LinkedIn, and Indeed etc. Also basic experience on ATS and CRM management tools like Big Biller, LOXO and expert at searching & verifying contact details such as phone numbers, work emails and personal emails for sourced candidates.

#### **EXPERIENCE**

## **Fusion Business Solution Pvt. Ltd.,** Udaipur — **Sourcer/Recruiter** Aug'18 - PRESENT

- Working with USA Recruiters for sourcing appropriate/relevant candidates according to the Job description of the client through various Job Portals such as Monster, Career Builder, LinkedIn, and Indeed etc.
- Send an email, text and LinkedIn template to sourced candidates.
- Finding contact details for the LinkedIn sourced candidates.
- Experience of multiple domains like IT, Health, Construction and Engineering. Also having basic knowledge of the recruitment process such as sourcing the candidates from different portals (Job Boards) and selecting potential candidates, screening them, rate negotiation, and submitting to the client. Have knowledge of RTR and tax terms such as W2, C2C, 1099, and understanding of VISAs like H1B, TN, CPT, and OPT.
- Also reach out to the Vendors for a contract position.
- Create a Job Description and outreach to the candidates.
- Screening and selecting the right candidates as per the requirement.
- **Job post on LinkedIn** and send email scripts to the candidates to outreach them as per the client's requirements.
- Performed the **QA task** and tracking emails and organizing them.
- Handle email conversations and chats with the candidates as well as clients.

#### **SKILLS**

- Sourcing
- Lead Generation
- Screening
- Written
  Communication
- Team Management
- DatabaseManagement
- Analytical Skills
- Reachout
- Finding contact details
- Contact verification

#### **LANGUAGES**

Hindi, English

#### **EDUCATION**

## **B.N. College (MLSU),** Udaipur — *BCA*

June'12 - June'15

### M.L.S.U. Udaipur, — MCA

Aug'15 - Aug'18

#### **DECLARATION**

I hereby declare that the above written particulars are true to the best of  $\,$  my knowledge and brief.