**Ajay Gupta**

**Recruitment Team Lead/** **Sr. Technical Recruiter**

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**SUMMARY**

* 5+ years of Extensive Experience as a self-motivated and result oriented professional with Experience in the field of US Staffing as Account Manager & Recruitment Lead.
* Experience with Handling Small Team of Recruiters and Directly Responsible for getting the work done from them, trained and mentored other recruiters.
* Experience in Recruitment, Screening Resumes, Screening Candidates, Conducting Interviews and Giving the Best Hires for Our Clients.
* Worked on W2, Contract to Hire requirements, Corp to Corp and 1099 (Independent Contractor).
* Extensive Experience in Sourcing Candidates through Contacts, Referrals, Third Party Companies, Groups, LinkedIn and Job Portals.
* Responsible for Full Recruitment Life-Cycle, Which Includes the Identification, Sourcing, Recruiting, Interviewing, Joining and getting the Feedbacks.
* Strong Experience with Various Domain like: Banking, Telecom and Healthcare, etc.
* Strong Experience with Various Portals like: Dice, Monster and Career Builder, etc.
* Recruit for all IT levels of Consultants in different Visa Categories like- US Citizen, Green Card Holder, GC-EAD, TN, H1B, etc.
* Worked with different Tax terms like C2C, W2 and 1099.

**BEST WITH**

* MICROSOFT SUITES, SUN SUITES AND ERP (SAP, ORACLE, PEOPLESOFT).

**WORK HISTORY**

**Nityo Infotech, Plainsboro, NJ (Noida) May 2017 – Present**

**Recruitment Team Lead/Sr. Technical Recruiter**

**Responsibilities:**

* Experience with Handling Clients and Manage Different Prime Venders.
* Handling end to end US Recruitment, Fulltime, Contracts and Contract to hire for different clients with a proven track record.
* To gather the requirement from the clients and understand the requirement details.
* Sourcing the resumes from the different job portals like Dice, Monster, Career Builder, etc.
* Communicate and discuss regarding requirement with Consultant and their employers.
* Negotiates salaries/rates with candidates and negotiates pay rates with subcontracting companies and close the position.

**Client:** Cognizant, TCS, BOA, Amex, NT, JPMC, Cisco, At&T, Verizon, T-Mobile, Hexaware and HightPoint, etc.

**Ventures Unlimited Inc, Mount Laurel, NJ (Noida) Feb 2015 – May 2017**

**Sr. Technical Recruiter/Team Lead**

**Responsibilities:**

* Handled Small Team of Recruiters and directly responsible for getting the work done from them, Trained and mentored other recruiters.
* Handling end to end US recruitment, Fulltime, Contracts and Contract to hire for different clients with a proven track record.
* To gather the requirement from the clients and understand the requirement details.
* Sourcing the resumes from the different job portals like Dice, Monster, Career Builder, etc.
* Also used other resource like: LinkedIn and The Ladders.
* Communicate and discuss regarding requirement with Consultant and their employers.
* Negotiates salaries/rates with candidates and negotiates pay rates with subcontracting companies and close the position.
* Worked with different Tax terms like C2C, W2 and 1099.
* Worked with all type of VISA (US Citizen, Green Card Holder, GC-EAD, TN, H1B, etc.)
* Interacting with the consultants on daily basis and depends on the requirement will change their resumes according to their skills.

**Clients**: TCS, Wipro, Cognizant, Bank of America, Amex, Cisco, At&T, Verizon, T-Mobile, Hexaware and HightPoint, etc.

**VMS:**  TCS-GRS, Wipro-Synergy, etc.

**Techwire Solutions Inc, Jersey City, NJ (Noida) Aug 2012 – Feb 2015**

**Technical Recruiter**

**Responsibilities:**

* Responsible for the Entire Recruitment Lifecycle.
* Sourcing resumes as per the client requirement such as skill set, salary range, relocation, work authorization etc.
* Manage and develop the database for optimum utilization. Use all methodologies of sourcing like Headhunting, Networking, Employee Referrals, and Internet Sourcing for low cost hiring.
* Negotiating Compensation and closing the role and finally presenting offers and performed reference checks on all qualified recruits.
* Coordinate with other Recruitment Agencies for sharing the skilled resources and requirements.
* Manage the entire recruiting process, from requisition initiation to sourcing, to acceptance of offer and final placement; from discussing the opportunity, presenting the resume, negotiating rates, coordinating interviews, follow-up, placement & delivery.
* Recruit for all IT levels of consultants in all categories -US Citizen, Green Card Holder, TN, W2, H1B, and Sub-contracting, Corp to Corp & 1099 basis.
* Source candidates using the following methods: referrals, networking, Internet, database mining, user groups.
* Good understanding of the visa and work status of the US consultants.
* Possess strong technical/business acumen and understanding of technical requirements deep sourcing skills and experience sourcing passive candidate’s excellent candidate assessment skills.
* Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
* Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously.
* Using various Portals like: Monster, Dice, Techfetch.

**Clients**: Wipro, Bank of America, Amex, Cisco and Various Prime Vendors.

**EDUCATION**

* Bachelor’s Degree in 2012 from CCSU.

**OTHERS SKILLS**

**Job Boards:**

1. Dice
2. CareerBuilder
3. Monster
4. https://recruit.theladders.com/
5. [www.smartrecruiters.com](http://www.smartrecruiters.com)
6. <https://employers.indeed.com>
7. <https://Linkedin.com> etc.