**S KAMAL**

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**Executive Summary:**

## A complete professional with vast experience in Recruitment, Sales and Business Development

* Having **7+ years of hands on experience in Recruitment.** With 5 Yrs. In US Industry and 2 Yrs. In Domestic Industry.
* Expertise in Full recruitment life cycle, IT staffing- Contract and Permanent Placements.
* Strong organizational and process oriented skills.
* Proven track record of placing candidates successfully.
* Sound knowledge on **IT** concepts and latest trends.
* Excellent knowledge of Internet based recruiting tools (i.e**.: Monster, DICE, Hot Jobs and Corp-Corp[tech-fetch]**)
* Strong communication and inter personal skills.
* Excellent knowledge of all the tax terms and US geography.
* Gained expertise in full recruitment life cycle, IT Staffing-Contract and Permanent Placements,, H1B placements, W2/1099 Placements and Sales.
* Acquired international recruitment experience and became accustomed to dealing with clients and candidates alike.
* Outstanding track record in recruitment for key positions at executive, senior and middle management levels.
* Proven track record in leading teams and delivering against challenging targets.
* Efficiently managed recruitment through referrals, networking, job postings and user groups.
* Ability to work efficiently in both individually and in a team.

**Professional Experience**

** July’ 2012 – Apr’ 2014**

**Sr. US - IT Recruiter Noida, India**

**Responsibilities**

* Full Life Cycle Recruiting Consultant supporting for hiring of Mid-Senior Level Information Technology Professionals
* Sourcing suitable candidates for both contract and permanent position requirements
* Experience in Internet recruiting, sourcing & identify key talents for contract and full time positions with clients, through various job sites, referrals & internal employee database.
* Managing and directing the entire recruiting life cycle from candidate generation through direct souring, interviewing, directing and closing candidates
* Thorough screening and short listing of the resumes and submit initial slate of candidates to concerned managers for next round.
* Responsible for IT Recruiting at the company: Help desk, DBAs, Network Engineers/Administrators, Java, Oracle Database Administrators, PL SQL, SharePoint Developers, Web Developers Designers, Database Administrators, Data Warehousing, Network Architects, Director of Information Technology, Micro Strategy B.I. Developer etc. Source Recruit for Corporate positions: Project Managers, Supply Chain Analysts, Contract Managers, Analytics, Risk Management, Human Resources, Engineering etc.
* Once new executive on board, maintain contact with client and executive.

**logo Oct’ 2011 – Jun’ 2012**

**Team Lead (Vendor Team) Noida, India**

**Responsibilities**

* Started the Vendor business with the team of 14 recruiters.
* Involving in recruiting cycle such as sourcing, screening, contacting, confirming, interviewing and placing qualified talent and also sourcing good requirements.
* Leading team of recruiters working on requirements.
* Give training to new joinees and weak members.
* Working on Direct government (State, Federal and Counties) and commercial client. Responsible for building candidate database and recruiter network
* Review and signing of vendor agreements with proper payment terms, non solicitation clause
* Strong ability to screen the candidates before Submitting to End client.
* Maintaining the relationship with the recruiters, consultants and vendors.
* Helping junior recruiters in sourcing the consultants using job portals (Monster, Dice).
* Prepared candidates for client interviews by providing information about the organization and position to ensure quality results
* Achieved more than 100% of given target.
* Reporting on a daily basis to keep record and track own performance and maintain team performance too.
* Build and maintain a database of IT professionals and vendors to quickly and efficiently service customer requirements.
* Tracking new contacts from forms like LinkedIn and maintaining the relationship in getting the requirements and placing the consultants.

 **Feb’ 2011 – Sep’ 2011 & Aug’ 08 – Feb’ 11**

**Sr. US IT Recruiter Indore, India**

**Responsibilities**

* Responsible for fulltime & Contract placements of IT professionals in the US Recruitment.
* Sourced, initial screening, filtered resumes, checked references & placed technical candidates.
* Strong database build for all technologies in Excel Spread Sheet with all status update.
* Working on End to End process from Sourcing to till consultant joining on board with client.
* Sourcing for H1-B resumes from the portals and updating the profiles in the data banks.
* Worked on Just in time requirements in a regular basis
* Sourcing consultants using job portals (Dice, Monster, Hot jobs, Corp-Corp)
* Identifying the matching consultants for the requirements.
* To check whether consultants are suitable to the Requirement or not
* Interacted with Vendor for rate negotiation and timely submission of Resume.
* Learned about the life cycle of US recruitment, familiar with the terms like H1B Visa, 1099, Corp-to-Corp
* Co-ordination with Third party vendors for Resources.
* Building resources through Channel partners, Groups and through consultant references
* To generate the resume database / building the pipeline for the upcoming requirements.
* Timely communication with candidates for their availability for contracts.
* Regular Skype meeting and status updates happen every day with the Team.
* Sourcing, qualify, sell, negotiate, and close prospective candidates on a wide variety of technical positions (contract, contract to hire, and permanent).
* Responsible for the submission of perfect consultant for the direct client requirement as well as requirements from preferred vendors.
* Worked on technologies for ERP mainly into SAP and PeopleSoft and Oracle. Recruited consultant for Technical, Functional and Techno-functional.
* Good understanding of Module such as ABAP, BASIS, FICO, SD, MM, PP, PS, CS, WM
* Developed contacts with various organizations for staff augmentation process.
* Worked on Portals like Dice, Monster and Hot jobs and recruiting excellent professionals matching the Job skills.
* Experienced in preparing job advertisements and postings on job portals.
* Experienced in searching for W2, 1099 or Corp-to-Corp candidates on US based job portals.

 **JUN’ 2006 – JULY’ 2008**

**HR Executive BHOPAL, INDIA**

**Responsibilities**

* Handling end to end RECRUITMENT for various positions of the company by visiting job portals like Monster, Naukri and Times jobs, candidate referrals, job posting.
* Qualifying and screening resumes under various skill sets and conducting preliminary telephonic interview.
* Getting the C.V's shortlisted & lining up the desired candidates for the interview.
* Coordination with the candidate for rounds of interview set and also clarifying doubts of the candidates.
* Doing Job Posting and Mass mailing for various vacant positions of the company.
* Maintaining tracker for sourcing profiles, status of the candidates and other activities.
* Briefing the candidates about the Organization, job profile, salary package, etc.
* Scheduling interview of the short listed candidates.
* Following up with the candidates until selection and joining and also conducting reference check of the selected candidates.
* Checking documents as per checklist for personal file records.
* Getting bank Form filled.
* Providing copies of employee Handbook
* Coordinating with the IT department for email ID creation and PC set-up

**Educational**

* **B**achelors in Arts (English Literature) from DAVV, Indore