

Inderpreet Kaur
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Work Experience:

Infosoft Inc .

Oct-2013 to June 2017

Sr. HR Consultant/Recruitment Lead

- Responsible for **full recruitment life cycle** from reviewing the requirement to submitting consultant, properly coordinating between the client and the consultants.
- Responsible for coordinating interviews and delivering the proper information.
- Maintaining and tracking Staffing Requests for Clients.
- Maintain **Vendor/Client** relationships with current and newly developed clients.
- Regularly perform Relationship management both with Client and candidates, rate negotiation with the candidates.
- Trained & mentored recruiters.
- Attending for weekly client calls & providing instructions/client notes to team that receives from Hiring Managers.
- Working experience with US citizens, Green Card holders.
- Sending MOM status to team.
- Ensuring proper delivery of candidates to client.
- Good understanding and working experience of US visa and Tax Terms.
- Working experience on Job Boards like Dice, **Monster** and **LinkedIn**.
- Working experience on **ATS** and **VMS/MSP (Fieldglass, TAMS)**.
- Creating SOP's/training materials & giving orientation for new hires.
- Working experience with US citizens, Green Card holders and H1/TN/OPT consultants.
- Good understanding and working experience of US visa and Tax Terms (1099, W2 and Corp to Corp).
- Having Expertise in Engineering, Non-IT, Admin/Clerical & Industrial client positions like **Scientist, Chemist, Bio chemist, Financial analyst, Mech/Elec/Civil Engineers** or **Managers, Accounting, CAD Designers**, etc.
- Worked with direct clients Northrop Grumman, Caterpillar, Siemens, PSEG, Disney, Edwards Lifesciences etc.

Nikos Consulting

Sep 2011 to Dec 2011

Sr. Technical Recruiter

- Responsible for full recruitment life cycle from reviewing the requirement to submitting consultant, properly coordinating between the client and the consultants.
- Maintaining database of candidates and vendors on regular basis.
- Expert in making good summary report as per candidates resume submitting for client.

Infotree, Inc

May 2008 to Aug 2011

Technical Recruiter

- Handle all **contracts** and salary **negotiations** with **candidates/vendors**.
- Responsible for full life cycle recruiting : sourcing, screening, negotiating and placement of qualified technical professionals at client sites.
- Working on the requirements, are sent by Account managers.
- Pre-screening Skill Sets of consultants mapping with Requirement and the availability.

- Responsible for resume formatting and presentation, reference checking, problem resolution, and employee satisfaction.
- Handling post interview aspects such as follow-up with the vendor for interview feedback, PO's and Contracts.
- Follow-up with the consultants and making the interview schedule.
- Worked with direct clients Northrop Grumman, Medtronic, Siemens.

Education:

- PGDHRM from Symbiosis University, Pune.
- Bachelors in Commerce from Bharati College, NCWEB, New Delhi.
- 3 year Diploma in Electronics Engineering from Kasturba Polytechnic with 82% in 2007.
- SSC from Sumermal Jain Public School, Janak Puri, New Delhi in 2004 (79%)
- HSC from Guru Amar Dass Public School, Tilak Nagar, New Delhi in 2002.(63%)

Training:

- Jaipur Golden Hospital, Rohini, 2006
- Study about Ultrasound, CT, Scan, ECG.

Activities:

- Participated in many collegiate events at graduation level
- Event organizer in college annual day functions and other technical events.
- Awarded 'Star Performer' thrice for good placement record.
- Obtained merit scholarships.

Technical Skills:

- Proficient with MS-Office.