Vishrut P. Buch, CSM

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##### Career Objective

* After achieving my CSM certification, I want to embark on a journey inside the Scrum/agile project management world.

##### Professional Summary:

* **Certified Scrum Master with a strong knowledge of scrum/agile principles**.
* Intermediate expertise in facilitating all the Scrum Ceremonies Sprint Planning, Backlog grooming, Daily Stand-up, Sprint Review, and Retrospective.
* Sales professional with over 3 years’ experience as Account Executive in a sales role with emphasis on lead generation and relationship building, customer support, marketing, team leadership in a high volume fast paced environment.
* A dynamic HR professional with over 9 years of experience in Recruitment, Resource & Development, Performance Management and Employee Welfare and Administration
* An ultimate opportunist with relentless approach to meet every challenge and milestone.
* 8 years of experience in mentoring and delivery and also playing a pivotal role in talent acquisition. Also handled the operations, paperwork and employee relations aspect to some extent.
* Has good experience in working in target based high-pressure work environment.
* Recognized by numerous client groups for providing excellent customer service and proactive solutions.
* Experience in implementing HR systems and policies, conducting training programs towards enhancing employee productivity and building committed teams.
* Clear communication and outstanding organizational skills.
* Proven ability to build relationships with, and influence, all levels within an organization.
* Excellent Written and Verbal communications skills.

##### areas of expertise:

Scrum Master, Agile/Scrum Methodologies, Fundamentals of Python programming, E2E recruitment, Training & Development, Corporate and recruitment agency, Applicant Tracking System(ATS) and MS Office applications, Talent Pool Selection, Competency Mapping, Employee Relations Welfare, Content Writing, Creative Writing, Editing and proofreading

##### Trainings:

Scrum/Agile Training from Lean pitch Technologies

Scrum Alliance; Scrum Master

Cloud Sales from Tech Publication LLC

##### Certification:

CERTIFIED SCRUM MASTER Apr 2021 – Apr 2023

Scrum Alliance (Lean pitch Technologies)

##### Experience Summary

**TALENTRUPT LLC (RPO) Apr 2019 – Present**

**Scrum Master/Delivery Manager**

* Work in tandem with marketing to formulate lead generation and convert opportunities to grow pipeline.
* Empower the team to make system and process improvements captured in sprint retrospective meetings
* Remove obstacles for developers and testers
* Use key Scrum metrics (burndown, velocity) to help deliver committed work
* Manage sprint backlog items and tasks.
* Facilitated Scrum ceremonies like Sprint Planning, Daily Stand Up, Sprint Review and Sprint Retrospective.
* Created JIRA dashboards for team velocity, pie chart and team health.
* Manage all Scrum boards (physical or virtual)
* Leads the teams’ efforts towards continuous improvement.
* Tracked technical dependencies using JIRA and coordinated efforts across teams/management.
* Build new business opportunities by leveraging existing client relationships.
* Estimation, planning, communication resulting project plans and detailed project tracking controls.
* Generate and manage leads; identify and engage prospects through a high-velocity sales cycle.
* Guided the team and organization on how to use Agile/ Scrum practices and build burn-down and track velocity.
* Guided the team on self-organizing to fill in the intentional gaps left in the Agile/ Scrum frameworks.
* Escalate and help scrum team to remove any impediments.
* Instrumental in resolving key client issues and complaints.
* Developing a complete understanding of key account needs (healthcare accounts, IT accounts)
* Anticipating key account changes and improvements
* Managing communications between key clients and internal teams
* Responsible for talent acquisition service delivery, strategy planning, leadership, deployment of recruitment technology solutions, digital & social recruiting experience, talent analytics and delivering end-to-end staffing requirements across all career levels in the healthcare domain.
* Managing the sourcing for different hospitals, nursing centers.

**ALOIS STAFFING (ALOIS HEALTHCARE) Jun 2018 – Apr 2019**

**Recruitment Manager/Business Development Executive**

* Develop and execute recruiting strategies to meet the hiring needs of the Sales and Marketing teams, including screening and pre-qualifying applicants, interviewing, and providing support for the selection process. The primary clients include premier hospitals, nursing centers and IT companies.
* Consults with executives and hiring managers to understand the skills required for each position in order to effectively match qualified candidates to organizational needs. Ensures all job requisitions are completed accurately and timely for each position.
* Function as a sourcing specialist to identify candidates utilizing a variety of resources such as online job boards, social media.
* Prepares job postings, advertising and sourcing strategies as needed to inform internal and external candidates of available positions.
* Prepares and delivers all required feedback and correspondence to applicant/candidates.  
  Updates all tracking records for all candidates for each position

**APIDEL TECHNOLOGIES Mar 2017 – May 2018**

**Account Manager (US BASED)/Corporate Staffing (India Based)**

* Responsible for full cycle recruitment including sales and backend processes for multiple IT/Engineering Clients like IBM, Best Buy, Exxon Mobil and Becton Dickenson.
* Interface directly with the hiring managers/sales and set up the interviews.
* Domestically, constantly interacted with the senior officials/management to set up the interviews for the right candidates.
* Responsible for hiring, training and developing a team of sourcers, recruiters and back-office professionals.
* Responsible for the induction/orientation of new recruits as per the organization statutes and policies.
* Assisting the management in driving key initiatives and formulate key strategies for developing new vision and roadmaps for the overall growth of the company.

**Content Writer**

* Wrote Rephrased, Proofread, Curate, Edited and Managed content for some of our company’s’ websites.
* Created content for the whole website featuring the essential services that the company maximized optimized the business of the company.
* Developed Tutorial Scripts, FAQs, emails and communications.
* Edited content contributions from staff to ensure accuracy, readability and brand-consistent tonality.

**APIDEL TECHNOLOGIES Aug 2016 – Mar 2017**

**Talent Acquisition Lead**

* Collaborated with multiple departments to facilitate nurse placement by delegating tasks to appropriate team members.
* Generate revenue through new business profitably while exceeding margin goals by over 150%.
* Leverage the Company database pool of nurses, medical techs, Sonographers, Surgical Techs to further develop and expand the sales network of qualified travel nurses.
* Planned sales strategies, client needs, traveler recruiting strategies, and the methods that will achieve order fill-rate goals.

**COLLABERA TECHNOLOGIES PVT. LTD.** **Jan 2016 – Aug 2016**

**Team Lead/Delivery Manager**

* Helping Management in deciding action plan for improving team productivity.
* Responsible for building good client –vendor relationship
* Integral part of Hiring Life Cycle Management and effective management of processes with respect to SLA and quality guidelines.
* Handling the Vendor Management process, set the deadlines/ SLAs to all the vendors/monitoring their performance on quarterly basis.

**COLLABERA TECHNOLOGIES PVT. LTD.** **Feb 2013 – Dec 2015**

**Lead Recruiter**

* Initially started leading a group of 2 individuals but gradually led a team of 6 recruiters by mid-2014
* Post mid-2014 along with the above, led a team of 2 recruiters based out of Nashville, TN and 2 recruiters based out of Manila, Philippines in total leading a team of 9 people.
* Review. [Successfully review job descriptions](http://technicalrecruitingbook.com/resources/become-an-it-recruiter/practice-job-description-review/) in to understand the needs of the hiring manager as well to ask questions that’ll help you identify the right candidate(s). This is by far the most important skill a technical recruiter needs.
* Understand technology, technical roles and technical skills. [Learn and evaluate](http://technicalrecruitingbook.com/resources/technical-recruiter-assessment/) your technical skills
* Identify. Sourcing and uncovering candidates
* Screen. Ascertaining the competence of candidates against a technical job description
* Interview. Meeting candidates in person, telephone, or video conference etc to assess their qualifications.
* Following up. Keep your candidates in the loop. This goes a long way to build your credibility and keep your candidates either coming back to you or sending referrals to you. Read my article on [following up](http://technicalrecruitingbook.com/resources/mail-merge-for-it-recruiters/) with candidates and also why [candidates are rude to their recruiters](http://technicalrecruitingbook.com/resources/2011/07/12/why-professionals-are-rude-to-recruiters/).
* Present. Showing or offering candidate resume to hiring managers to scrutinize or consider.

**COLLABERA TECHNOLOGIES PVT. LTD.** Mar 2011 – Jan 2013

Technical Recruiter

* Understood IT requirements of client IT resource need and deliver qualified consultants.
* Currently am actively involved in serving IT clients like Hewlett Packard, Dell Inc., IBM, Accenture, PepsiCo-Cognizant, Telecom clients like AT&T, Verizon, Amdocs Inc., Frontier Communications, and Financial clients like JPMC, Bank of America and Non-IT giants like Abbott labs, ADP and the non-IT side of the businesses.
* Currently involved in a lead role managing a team of 3 people.
* Have around 50 hires under my belt.
* Is responsible for sourcing and screening potential IT candidates for contract openings.
* Is also involved to establish relationships with consultants/contractors in specified region.
* Is also involved to interview prospective candidates and educate candidates on Collabera process.
* Was involved in negotiating compensation, extend offers, facilitate the placement of candidates and solicit referrals of other qualified consultants.
* Also submits qualified candidates to open job requirements.
* Meet or exceed weekly goal expectations.
* Is responsible for effective usage of Internal Systems/Database for recording different stages in recruitment process.

**Tech Mahindra Ltd., Pune** January 2010 – January 2011

Trainee

* Successfully undergone training in various software modules: C, JAVA, UNIX, SQL, ORACLE etc... The training lasted for nearly 5 months.
* Also undergone training in soft skills: presentation skills, listening, reading, role play etc... This behavioral training lasted for nearly a month.
* After undergoing a successful KT (Knowledge Transfer), I was placed on an IDEA project, one of the clients of Tech Mahindra. This project was non-billable project & operated using offshore model.

##### Scholastic Record

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| --- | --- | --- | --- | --- |
| **DEGREE** | **INSTITUTION** | **GRADUATION MONTH/YEAR** | **% OBTAINED** | **REMARKS** |
| PGDM (Masters of Business Administration) | SYMBIOSIS UNIVERSITY | NOVEMBER 2015 | 70.8 | DISTINCTION |
| B.E. | BABARIA INSTITUTE OF TECHNOLOGY | JUNE 2009 | 66.7 | DISTINCTION |
| H.S.C | BARODA HIGH SCHOOL (BAGIKHANA) | MARCH 2005 | 60.15 | FIRST CLASS |
| S.S.C | BARODA HIGH SCHOOL (BAGIKHANA) | MARCH 2003 | 82.00 | DISTINCTION |

##### Personality Strengths

a) Honest,

b) Sincere,

c) Amicable,

d) Hard Working,

e) Adaptive,

e) Committed

**Areas of Further Activity**

**member of toastmasters club mar 2018 - PRESENT**

* Active Public Speaker – Speaking on both impromptu as well as prepared topics.
* Got an all Gujarat State 2nd Prize in public speaking contest that was held on 15/04/2018.
* Won elite accolades of a ‘Distinguished Speaker’, ‘Toastmaster of the Day’, ‘Table Topics Master’ and ‘Best Evaluator’.