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Summary

A highly motivated, versatile and successful recruitment professional with a consultative approach in understanding a client's business and technological needs.

Identifying prospective clients from various sectors there by achieving business targets.

Responsible for building entire process starting from generating quality leads, converting leads into prospects and prospects into revenue generating customers.

Actively involved in screening resumes, validating the profiles, submitting to the clients, conducting reference checks of the candidates.

Identifying clients and positioning the services of my organization, making requirement analysis, suggesting appropriate Customized solutions.

Responsible for developing long-term relationships with new and existing clients to help fill positions, both full-time and contract employees.

Working with hiring managers and client recruiters to clearly define hiring requirements.

Maintaining a high level of communication with candidates and clients to ensure high level of satisfaction.

Experience



Team Lead - Recruitment

Infinity, a Stamford Technology Company

Sep 2019 - Present (1 year 6 months +)

Infinity, a Stamford Technology Company, is a global provider of Life Science Enterprise Level IT services for biotech, pharmaceutical and medical device companies of all sizes. We are headquartered in Stamford, CT, USA with operations in Canada & India. We provide vast industry experience, deep technology expertise and a diverse portfolio of services to help customers optimize business processes, maximize usages of the latest technologies, and drive innovation across an organization. Our partnerships thrive on Trust, Reliability and Collaboration – allowing us to help accelerate customer growth to the next level.



Sr. Technical Recruiter

BayOne Solutions

Apr 2019 - Sep 2019 (6 months)

At BayOne, we specialize in providing Talent and Solutions.

We help companies build teams. We find leaders and team players experts in their domains to grow your business- talent who fit in your culture.

We specialize in the following domains:

- Project & Program Management
- Cloud Computing & IT Infrastructure Management
- Big Data Services

- Software & Quality Engineering
- User Experience Design



Sr. Technical Recruiter

Simplion Technologies

Feb 2017 - Apr 2019 (2 years 3 months)

- Involved in full life cycle recruitment process including job postings, candidate screening/interviews, rate and salary negotiations, presentation to account manager, scheduling and preparing candidates for interviews, checking references, closing candidates and continued candidate relationship through term of contract.
- Worked closely with hiring manager/account manager to understand the job specifications.
- Recruited and placed many senior software engineers and others niche kills professionals.
- Processed new hire paperwork,
- Strong experience on boarding w2, 1099 and c2c candidates.
- Recruited candidates from referrals and job search engines (including LinkedIn, Monster, Dice and CareerBuilder).
- Experienced with tracking, submitting, scheduling interviews and onboarding through the system.
- Responsible in negotiating Salary package (including monthly salary, medical insurance, 401k plan, Green Card Processing and other benefits)
- Skilled with all the contractual terms for hiring Green Card or US Citizens on either on W2/1099 or Corp2corp.



Technical Recruiter

Atika Technologies

Jan 2015 - Feb 2017 (2 years 2 months)

- Worked mostly on all IT requirements, sourced candidates from internal databases, job portals, search engines, networking sites, references etc.
- Conducted personal interview/evaluation and assess potential candidates.
- Worked on position like software developer, Quality Analyst, Project Manager, System Administrator as well as Engineers, etc.
- Experience in Tax Terms – 1099/w2/ C2C
- Experience in Visas – CPT, OPTS, H1B, EAD, H4-EAD, L1, TN, GC & USC.
- Responsible to work on Contract (C2C, 1099, W2), C2H and full time positions.
- Worked on multiple job boards like Dice, Monsters, CareerBuilder, LinkedIn, Indeed use in everyday basis.
- Pre-screen the short listed candidates enquiring about the Project/Assignment, Skills, Requirement, Job description, Company Profile, Location and Rates, and initial reference checks.
- Coordinated with the Consultants and clients until signing the PO's.
- Proficient in maintaining excellent relations with the clients and providing value added service, Ensuring quality, service norms and client satisfaction.
- Followed up for the interview schedules, acted as the first point of contact with potential candidates from phone screen set up to final feedback from the client's side.

Education



Sikkim Manipal University - Distance Education

Master of Business Administration (M.B.A.)



Delhi University

Bachelor's Degree, B com

Skills

Technical Recruiting • Screening Resumes • Internet Recruiting • Recruiting • CRM • Temporary Placement • Talent Acquisition • Contract Recruitment • Benefits Negotiation • Vendor Management