

Respected Sir / Mam,

With previous global recruiting, staffing and human resource generalist experience, I am the right candidate for the Recruitment Specialist Position. In addition to my attached resume, I have included below a highlight of my skills.

Recruitment Processes - skilled in the entire process from sourcing candidates to performing interviews to job offer negotiations for direct and equivocal clients.

I attribute my success to my willingness to grow with the market and adapt to changing circumstances. Hiring practices simply aren't what they used to be, but instead of clinging stubbornly to old traditions, I welcome new strategies and advanced computer Knowledge. I'm fully trained in the use of ATS, LinkedIn Approach and job Portals. I can actively search resumes as per the requirements. When you hire me, you aren't just gaining a new pair of eyes; you're gaining all my resources as well.

I'm also able to work effectively on a team. As a Recruitment lead, I often liaise with managers, executives, vendors and other HR representatives in order to find and entice new talent. I function in front of a boardroom just as well as I function behind a computer screen.

As for the interview process, I've personally conducted a variety of interviews. I have good instincts and strong interpersonal skills that allow me to strip away all the veneers and really see into the heart of an applicant.

If my skills and experiences have piqued your interest, you can contact me by phone or email. Thank you for your time, and I look forward to hearing from you.

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NITIN GUPTA

Seeking Senior Level Assignments in Recruitments in a Reputed Organization

Professional Summary:

- Highly experienced in the recruitment domain with **more than 9+ years as a professional recruiter in Indian, Australian, New Zealand, Singapore, Malaysia, Canada and USA recruitment IT & Non-IT processes.**
- Specializes in supporting The New York State Hourly Based IT Services contract (HBITS).
- Extensive knowledge in using the Job portals like Dice, Monster, Tech-fetch, Ladder, Naukri, shine, Times job, Indeed, Seek, Career Builder & LinkedIn.
- Good understanding with Skill, Boolean and advanced search to make keywords as per requirements.
- Continuously coordinating and interfacing with the client, servicing the client, and driving the client's projects to ensure client acceptance and satisfaction, and to generate new work.
- Outstanding organizational skills including ability to multi-task prioritize and manage increasingly complex Issues.
- Adapts new systems and environments quickly. Good work ethics take ownership of all duties, responsibilities in meeting management skills. Group and individual based problem solving and decision-making skill.
- Maintaining a thorough network and good relationship with clients, vendors and the candidates working on various technologies and skills.
- Major responsibilities included Headhunting, Preliminary interview, Negotiation, Reference-check, right to represent, Record maintenance and Achievement of targets.
- Maintenance of HR information system like client's requirements, Interviews scheduled, selected, and rejected candidates.
- Involved in email merge and voicemail in a proper format.
- Formatting resume as per the client request and standard by using Microsoft Word.
- Creating designing, maintaining & updating of databank for different category of skilled professional Available Resources.
- Good communication skills and leadership qualities with analytical problem-solving abilities including playing a vital role in coordinating multiple business meetings and to interact professionally.

Education:

- Bachelor's in engineering - Computer Science & Engineering - Institute of Engineering and Technology, Dr. BRA University, Agra – 2010 (Full-time)

Skills:

- ☐ In-Depth Interviewing Techniques
- ☐ Candidate Network
- ☐ Candidate Screening
- ☐ Strategic Recruitment Initiatives
- ☐ Sourcing Plans
- ☐ Vendor Management
- ☐ Candidate Tracking & Management
- ☐ Social Media Sources
- ☐ Salary Negotiations

Tools:

- Social Search / Google Search
- LinkedIn Search
- ATS – Job diva / Zoho / TalentNow
- Microsoft Word
- Microsoft Outlook
- Office365
- USA / Australian Job Portals – Monster, Career builder, Dice, Seek, Indeed, Ladder and Tech-Fetch.
- Singapore / Malaysia – Monster & LinkedIn
- Indian Job Portals – Shine, Naukri, Times and Monster.

Clients:**Indian Clients –**

IT Clients - Capgemini, Tech Mahindra, TCS, Savant InfoTech, Interglobe technologies, Fareportal, NIIT and ITC Infotech.

Non-IT Clients – Sony Pictures Network India, USHA, Oberoi Group, EMAAR, IIAD/ISBF, Centum Learning, Preet Machines, CK Birla, Aditya Birla, ICRA etc.

Australian / New Zealand Clients – Capgemini, Infosys, NEC Australia and DXC technology.

USA Clients-

- **Direct Public Clients (States / Cities / Counties / Authorities):** State of Pennsylvania (Commonwealth of Pennsylvania) , VITA – Northrop Grumman (Virginia information technology agency), State of Ohio, State of New Jersey, State of Iowa , State of Oregon ,State of Arkansas, State of Michigan, State of Colorado, State Of North Carolina, State Of Georgia, State of South Carolina, State of New York – Albany, LAUSD (Los Angeles Unified Scholl District), City Of Minneapolis, Clark County, Lake County and New York Power Authority (NYPA).

- **Direct Private Clients:** JDSU, Comcast, Cox Enterprises (communications, Media and Automotive Group), CenturyLink, UHG, CDW, Grainger, PayPal, Hyatt Global Corporation, All State Insurance etc.
- **Equivocal Clients:** Cyber Search, E-info chip, JPMC, Wells Fargo, Cisco, BCBS, CVS, Accenture, TCS, Wipro, MIT Group and World Bank.

Professional Experience:

Blueyed Careers (Executive Search Firm) , Gurugram

Recruitment Lead / Specialist

Dec 2018 - Present

www.theblueyed.com

- ☐ Directly working with top IT & NON-IT firms in India for different domains.
- ☐ Working closely with the client's resource management team and fulfilling the demand in time.
- ☐ Working as a liaison between the customer, vendors and the candidates.
- ☐ Job allocation to the team and helping them understanding the nature of requirement and customer needs.
- ☐ Ensuring smooth delivery and client satisfaction.
- ☐ Pushing and motivating the team to work harder towards the targets set by the organization.
- ☐ Team motivation, providing training and recruitment knowledge to the new team members.
- ☐ Team meetings, performance analysis, problem solving and maintaining a healthy work environment within the team.
- ☐ Utilize knowledge of multiple recruiting sources such as Naukri, Indeed, Monster, 3rd party vendors, Independent consultants and execute various recruiting strategies.
- ☐ Apart from the traditional database and job boards, I have used Google search and social/professional networking sites (LinkedIn, Facebook & Twitter) to find suitable resources.
- ☐ Responsible for sourcing, identifying, attracting, securing and closing IT professionals through interviewing process, pre- screening, pre-close, effective rate negotiation.
- ☐ Involved in scheduling interviews, preparing the candidates for the interviews.
- ☐ Develop and maintain deep relationships with Consultants by solving day-to-day problems and resolving issues with tact and professionalism.
- ☐ Participate in weekly recruitment meetings, focused about difficult positions and managing client issues.

IT Alliance Australia, Gurugram, Haryana, India
Senior Talent Acquisition Consultant

Jan 2018 – Dec 2018

www.ITalliance.com.au

Directly working for Australian and Indian client's i.e. Capgemini, DXC technology, Infosys, NEC Australia and ITC Infotech for IT requirements.

Key Responsibilities

- ☐ 360-degree recruitment
- ☐ Implementing candidate attraction strategies
- ☐ Job advertisement creation and posting on job boards
- ☐ Candidate selection and screening strategies
- ☐ Conducting reference checks and skills testing
- ☐ Consulting to candidates (resume writing tips and interview preparation)
- ☐ Meeting client needs by selecting the right person for the right job
- ☐ Exceeding customer expectations and providing excellent customer service
- ☐ Candidate and client management
- ☐ Working to strict deadlines, targets and KPIs

IDC Technologies, Sector-57 Noida

Dec 2016 – Jan 2018

Senior Technical Recruiter

<http://idctechnologies.com/>

- Responsibilities include overseeing the entire cycle of recruitment like searching/sourcing potential candidates for the hard-core positions by number of end clients.
- Responsibilities include the full life cycle of Indian Recruitment process, maintaining a thorough network and good relationship with clients and the candidates working on various technologies and skills.
- Major responsibilities included Headhunting, Preliminary interview, Negotiation, Reference check, Record maintenance and Achievement of targets.

Pyramid Consulting, Sector – 63, Noida

Aug 2014 – Dec 2016

Senior Executive Human Resources

www.pyramidci.com

- Worked with Cox Enterprise contracts as an approved vendor, sourcing and screening various IT and Non-IT talents to support Permanent, contract and contract to hire opportunities using zero-chaos VMS.
- Used to screen candidates according to the hiring manager by conference calls.
- I worked with consultants of various experience levels for Automotive, Media and communication domains.
- While screening the candidates for the job requirements, I have used Job Diva CRM and put a phone-screen note against every consultant activity i.e. interest and availability.

- I have negotiated with the consultants on different contract terms like Corp to Corp, 1099 and Contract-W2. But for Cox client I have mostly worked on W2 term.
- Conducted performance reviews on a weekly basis and report to the concerned officials.
- Worked directly with Cox Enterprises Inc. under the VMS program, Comcast and with the State of Georgia.
- The client major operating subsidiaries include Cox Communications; Cox Automotive (automotive-related auctions, financial services, media and software solutions); and Cox Media Group (television and radio stations, digital media, newspapers and advertising sales rep firms).

Sage Group Technologies, Sector-65 Noida

Senior / Lead Technical Recruiter

Mar 2012 - Aug2014

www.sageci.com

- Worked for experienced Architect, Technical, functional, Techno-Functional and SAP Resources.
- Involved in collecting and validating references, RTR, H1-B copy, driving license, voter-id, security clearance, background check, re-hire check and SSN as per the client requested.
- I have worked for Citizen, GC, H1B, TN or OPT candidates.
- Mentoring the junior recruiters for advanced searching, LinkedIn Usage and negotiation Practices.

Software people Inc, Roorkee Uttarakhand Dec 2010 - Jan 2012

Technical Recruiter

www.softwarepeople.us

- Use to serve direct client positions to high profiled clients in USA.
- Supporting The New York State Hourly Based IT Services contract (HBITS).
- I have negotiated with the consultants on different contract terms like Corp to Corp, 1099 and Contract-W2.

“Learning is experience. Everything else is just information.”