**Kajri Siddhu**

[**Kajri.siddhu27@gmail.com**](mailto:Kajri.siddhu27@gmail.com)

**9999090451**

* **Over 5+ Years** of experience in Recruiting and sales with, IT staffing companies.
* Serving an extensive experiment in talent hunt, networking and research in corporate recruiting
* Involved in full cycle Recruitment involving sourcing, identifying and interviewing, screening and placing personnel in quick turnaround time in contract, contract with hire and permanent.
* Sourcing, Headhunting & Screening profiles through various job sites and internal database, networking portals like Naukri, Monster ,Dice, Career-Builder (CB), Tech-fetch and Linkedin.

**Career History**

**Freelance Recruiter (April 2021 – Till date)**

* Working as a Freelance recruiter with a consulting firm , helping them with sourcing.
* Working on skills like Front End /BackEnd Developer ,Java Specialist, AWS Admin/Developer ,Cognos ,Sharepoint Etc.
* Involved in full recruitment cycle from scratch
* Taking care of candidates by regular follow-up with them till the offer of position and post offer follow up to ensure there joining.

**Company Name – Okaya Infocom (Aug’ 11- Jan 15)**

**Designation: Technical Recruiter**

* Having experience in performing needs analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking, negotiating, making offers, creating contracts and closing candidates that can help actualize corporate mission etc.
* Handled all the IT Technologies involving combination of complex skill sets and rate technologies
* Dealing with consultants on **H1B**, **GC** and **CITIZEN**, etc Negotiating the rates on **Contract**, **Contract to hire** (**CTH**) basis
* Coordinating, scheduling & Conducting Interviews
* Expertise in using job portals like **Tech-Fetch (TF), Monster, Dice, Career-Builder (CB)**, etc
* Actively search out new candidates using online job sites such as **Monster, Dice, Career builder, Techfetch & Linkedin.**
* Negotiated with the consultants on different contract terms like Corp to Corp, 1099 and W2.
* Skill-Sets of Requirements – ERP’s, CRM, Microsoft Technologies, Java/J2ee and Oracle

**Company Name – Cyborg Technologies (Apr’ 2010 – Aug 11)**

**Designation: Technical Recruiter**

* Having experience in entire gamut of IT recruitment Lifecycle with a dedicated and focused experience in core IT recruitment arena.
* Involved in Interaction with clients and understanding what they are looking for .
* Specialization in Headhunting via **Linkedin , Industry mapping, Social Networking ,Professional network and references.**
* Scheduling an interview to follow up the consultant, was involved in full end to end recruitment cycle .
* Pre- screening, Salary Negotiation, customer Interaction and relationship Management .
* Regular follow-up with the shortlisted candidates till the offer of position and post offer follow up to ensure there joining.
* Expertise in using job portals like  **Naukri & Monster**
* **Skills- Set of requirements – Java,/J2ee, Asp .net, Testing(Automation & Manual), SAP, Oracle, UI**
* Clients – FIS, Adobe, Nucleus Software, Hcentive ,Fiserv , One97, Patni, Sapient , Steria , Nucleus SOftware etc

**EDUCATION:**

* MBA (HR) from Guru Jambeshwar University - 2010
* B.Com from Bareilly University
* Intermediate in Science, Translam Academy International , Meerut CBSE.
* High School, DMA 1st Meerut , CBSE.