**Sunny Sharma**

B/16, H NO: 1179-Sonia Vihar- Delhi-1110094 –

(783-683-4785)

[Sunnycool9455@gmail.com](mailto:Sunnycool9455@gmail.com)

**Education:**  High School: Bengali Sen. Sec. School, civil line, Delhi. (CBSE)

Bachelors in Arts from Delhi University (waiting for the final results)

**Objective**:

* A dedicated professional offering diverse recruiting experience including Contract, Contract to Hire and Direct Placement. Well versed in the full life cycle recruiting processes including sourcing, qualification of candidates, selection process, and pre-employment verification, offers, closing and on boarding. Excellent communications and interpersonal skills with the ability to communicate with all levels of management.
* Has experience in conducting initial interviews to determine job and company fit for selected roles and business unit and establishing vendor relationships with agencies to build sourcing strategies and candidate pipeline.
* Experience with recruiting needs, resume selection, phone screens, scheduling interviews, candidate meetings, new hire orientations, complete new hire packets and verification. Vast experience in the field of sales and marketing
* Highly motivated team player with excellent Customer service, Interpersonal and Customer Relational Skills, Proven Communication, Organizational, Analytical, Presentation Skills, and Leadership Qualities. Proficient in Microsoft Office (Microsoft Outlook, Excel, Word, and PowerPoint.)

**Professional Experience**:

**Sr. Technical Recruiter**

**Vanator (Noida Sec 62)** AUG 2019- present

* Involved in recruiting cycle such as sourcing, screening, contacting, confirming, interviewing and placing qualified talent and also sourcing good requirements.
* Have worked on filling positions in the IT, healthcare, financial, banking, wireless and telecom.
* Responsible for building a candidate database and recruiter network
* Strong ability to screen the candidates before Submitting to End client.
* Ability to work in-groups as well as independently with minimal supervision
* maintaining the relationship with the recruiters, consultants and vendors.
* Sourcing and creating pipelines for multiple Contract requirements across US.
* Involve in full scope of business development & recruitment from sourcing to closing the requirements from Manager.
* Worked with various client like DOD, DOHS, etc, which required clearance such as Public Trust, Secret Clearance, Top Secret, Top Secret with Full Scope Polygraph etc.
* Responsible for following and passing out Pre and Post interview feedback like time, date, contact person name, areas of improvement and if consultant selected date and place of reporting and joining from vendors or clients to consultants/employers

**Recruiter**

**Roy consulting (Gaziabad UP)** Dec-2018- May 2019

* Source and screen top talent using industry leading recruiting tools, ATS and social media platforms such as LinkedIn Recruiter, Indeed, Monster, Dice, etc.
* Build relationships with top candidates and establish a pipeline of qualified resources
* Conduct personal interviews via phone, video and in-person meetings to qualify candidates for open positions with our clients
* Perform thorough reference checks
* Negotiate pay rates
* Interact with and attend client meetings
* Maintained relationships with Account managers to keep exclusivity of the position.