Siddhartha Jain

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Siddharthalucky4all@gmail.com

Career Objective:

I am committed to render a quality service by the best utilize my Knowledge, Skills and ability for the

betterment of corporate society.

Target Job:

Learning oriented, non-IT, Recruitment, Computer friendly, Communication, global

environment, technology driven, Intellectual, Performance & Responsibility, Delhi & NCR.

Work Experience:

ACS Global Tech, Noida sec-62 16/Apr’13 – present

Role & Responsibility:

* Working as Senior Recruiter.
* Wonderful exposure of working over engineering, admin, functional and managerial positions.
* Name of some clients are Xcel energy, exelon, office Depot, Verizon Wireles/telecomms, Ingersoll Rand, Northrop Grumman, J&J, Siemens, Exelon, Kraft Foods, Fijutsu, Sears Holdings, Novaties, Express scripts, Windstream, Xerox, Abbott, NCR, Huntington Ingalls and Arris.
* Client query handling.
* Use to access client portals in order to pull out the requirements and to submit the resource
* Conference call with clients in refrence to learn more about the requirements.
* Role & Responsibility remain same for a Technical recruiter as below.

Environment: Jobdiva, career builder, Dice, techfetch, monster, IQ navigator, , beeline, peopleFluent, VMS portals, Bulk mailer, MS word, MS lync, MapQuest and outlook.

Training Received-

* Training module is half based on call center training and also a process training.
* Aggressive Voice Accent & sounds training delivered.
* Soft skills and Telecommunication skills are basic concerns of training program.
* Emphasis on etiquettes and behavioral patterns.

eTeam Inc, Noida sec-16 18/Dec’12 – 15/Apr’13

Role & Responsibility:

* Work as Technical recruiter.
* Client Management/Vendor relationship management.
* Recruit candidates for US direct clients & implementing partners named as TCS, Wipro, Southwest airlines, Infosys.
* Requisition covered: manager, analyst, programmer, developer, architect, admin and tester.
* Portals have work with Jobdiva, Dice, Monster.
* Preparing Job description, wage rate calculations and negotiation.
* Have serve many Contract, C2H and Full time requirements.
* W2 and corp to corp is two basic payment scenarios.
* Resume screening, US calling, Interview follow-up and paper-work.

Environment: Jobdiva, Dice, monster, MS word, TCS-VMS, MS excel, Empower, MS lync and outlook.

Acro Service Corporation, Noida sec 6 17/Jun’12 to Nov’12

Role & Responsibility:

* Work as Technical Recruiter.
* Undertake full life cycle of recruitment: sourcing, screening, qualifying, negotiation and closing.
* Recruit candidates for US automotive clients such as Ford, General motors, nexteer other are Northrop Grumman, J&J, BP, Honeywell & delphi.
* Work for every kind of Engineering position, Technician position, Tech. Designer and supervisor level position.
* Provide benefit such as life, healthcare, dental, eye care benefits.
* Work for direct client requirements which include full time, contract and right to hire position.
* Submit candidates on direct client portals like b2b, allegis, fieldglass and xrm.
* Finding Job description, wage rate calculations and negotiation.
* Resume screening, US calling, Interview follow-up and paper-work.

Environment: Monster, career builder, MS word, MS excel, MS lync, b2b, MapQuest, Allegis, beeline, fieldglass, XRM and outlook.

Training Received-

* Attain with attractive training module in which formal off-job training was delivered supporting to a fresher turning as an active recruiter.
* It was two week training which helps in understanding term recruitment, domestic market & US job market, preparing job description, selection of key-words to unlock resume, access to monster & dice with help of change in key patterns, rate calculation BR & PR, resume matching and a series of questions about flow of conversation over the call.
* Resume formatting & page set-up alignment.
* Sensitive talks (questions not to ask), time zones, states abbreviation and pronunciations also part training. Undertake full life cycle of recruitment: sourcing, screening, qualifying, negotiation and closing.

Academic Credentials:

|  |  |  |  |
| --- | --- | --- | --- |
| Class | Board / University | Year of Passing | Percentage |
| MBA ( Full time) | Mangalayatan University | 2012 | 74 |
| BBA ( Full time) | Mangalayatan University | 2010 | 70.23 |
| XII | U.P. Board | 2007 | 50 |
| X | U.P. Board | 2005 | 49.4 |

MBA program is specialized in Human Resource Management.

Summer Internship:

Recruitment & Selection process.

* Company : Kajaria Ceramics Ltd Sikandrabad
* Period : June 6, 2011 to July 23, 2011 (Summer Training)

Research Projects:

* “Employee Satisfaction at work”, in Mangalayatan University.
* Primary search was done thru questionnaire.

Computer Skills:

General: MS Office, Outlook, Internet

Operating System: Windows 7, Windows XP

Other Achievements:

* Developed a questionnaire.
* Presentation in non-technical seminar.
* Organized mock job fair.
* Organized Product launch ceremony.
* Organized an Academic Event “Management Tsunami”.
* Participated in Blood donation camp.
* Active member of university Training & Placement cell.

Skill Set:

* Telecommunication
* Recruitment
* Negotiations
* Team Building

Special Interests:

* Sudoku
* Reading Mgmt. stuff
* Internet surfing
* Poetry writing

Personal Details:

Name : Siddhartha Jain

Nationality : Indian

Marital Status : Unmarried

Languages Known : English, Hindi

Date of Birth : July 17, 1990

Correspondence Sikandrabad (Bulandshahr) UP INDIA

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e-mail Id siddharthalucky4all@gmail.com

Declaration:

I Siddhartha Jain hereby solemnly affirm that all the details provided above are true to the best of my knowledge.

Date : 2o/Feb’13 Siddhartha Jain

Place : Noida