**Sanket Khatavkar**

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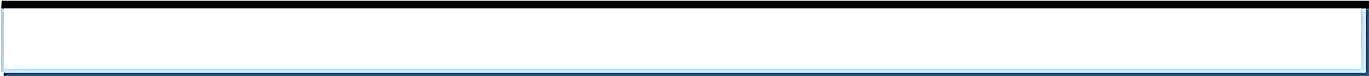
**Career Summary:**

* Experience in full life cycle recruiting (Corporate recruitment and staff augmentation).
* Achieved placements of executive positions at leading U.S. aerospace and healthcare clients.
* Efficiently worked and placed on Non IT requirements from clients such as, Deloitte, Lower Colorado River Authority, Capgemini, Wal-Mart and Diageo Lockheed Martine, Pitney Bowes, Amcor, West rock, Cargill, SPX Flow, Cox Communication, LCRA, USC 2, Masonite, Xylem, Praxair L3 Harris etc..
* Good exposure and hands on experience with Vendor Management Systems (VMS) like Fieldglass, Beeline, Okhours, XRM, WorkNexus and ZeroChaos.
* Knowledge of Payroll process, compensation, labor laws and all other HR functions.
* Experience working in international level product-based organization.
* Experience and knowledge in handling various aspects of corporate human resources- labor categories, leveling guides, job codes, applicant tracking systems.



**Professional Snapshots:**

* An BBA from Shivaji University, Kolhapur with experience in recruitment, HR and market research.
* Expert in full life cycle recruitment of all Non-IT and and direct positions.
* Experienced in hiring U.S. citizens, Permanent Residents and non- immigrants requiring sponsorship.
* Excellent Knowledge of payment terms, W2.



**Core Competencies:**

* Solid and competent background in Human Resources and recruiting.
* Collaborative and a team player.
* Executive Recruitment, Sourcing Strategies, Payroll Processing, Onboarding, Orientation, Compensation, Labor Laws, Candidate Screening.
* Good analytical and research skills.
* Excellent communication with the ability to influence and engage managers and candidates.
* Vendor Management System (VMS) and Applicant Tracking System (ATS).
* Talent Management and Acquisition.
* **Technical Skills:** Microsoft Office Professional Suite and Outlook, Bullhorn, HRIMS, Ceipal



**Professional Experience:**

## IntiGrow Staffing, Pune (Sangli) Jan2019 – Present

**Technical Recruiter**

IntiGrow is Global Enterprise information Security Company headquartered in U.S.

## Roles and Responsibilities:

* + Involved with full life cycle recruitment and placement of Non IT professionals.
  + Effectively handling the entire recruitment process through recruiting software as well as identifying the requirement and employing sourcing of recruitment, continuously expanding the database of recruitment sources using applicant tracking systems like Bullhorn, JobDiva and Ceipal.
  + Good exposure and hands on experience with Vendor Management Systems (VMS) like Fieldglass, Beeline, Okhours, XRM, WorkNexus and ZeroChaos.
  + Efficiently worked and placed on Non IT requirements from clients such as, Deloitte, Lower Colorado River Authority, Capgemini, Wal-Mart and Diageo Lockheed Martine, Pitney Bowes, Amcor, West rock, Cargill, SPX Flow, Cox Communication, LCRA, USC 2, Masonite, Xylem, Praxair L3 Harris etc..
  + Get requirements from US healthcare and IT staffing companies within all the locations across USA.
  + Good experience on job portals: LinkedIn, Career builder, Monster and Internet Search.
  + Create post and maintain job openings. Identify, interview and select candidates for open positions.
  + Possess knowledge of recruiting processes including sourcing, interviewing, reference checking, salary negotiations and closing.
  + Format and present resumes to client openings, create a “Preparation for Interview” sheet for the candidate which includes, directions, job description, contact information, and time of arrival.

## Enterprise Solution Noida, Uttar Pradesh

## Technical Recruiter

Enterprise Solutions Inc. is a leading minority-owned Information Technology (IT) and Engineering services staffing firm (Certified by the National Minority Supplier Development Council - NMSDC), in the U.S., with more than 1000+ professionals across North America and Asia (India). Established in 2000, we currently have 3 locations globally, with plans of expansion. Our services to our clients include augmentation, statement of work, professional and executive search. We have successfully serviced our clients through various MSP programs and Integration Partners. We have a very strong and robust recruiting model designed to most effectively support all our clients. Our clients have continuously ranked us as a reliable partner and consistently rewarded us with Top Vendor status. We have been known to be among the top five suppliers with our key strategic clients.

## Roles and Responsibilities:

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  + Effectively handling the entire recruitment process through recruiting software as well as identifying the requirement and employing sourcing of recruitment, continuously expanding the database of recruitment sources using applicant tracking systems like Bullhorn, JobDiva and Ceipal.
  + Good exposure and hands on experience with Vendor Management Systems (VMS) like Fieldglass, Beeline, Okhours, XRM, WorkNexus and ZeroChaos.
  + Efficiently worked and placed on Non IT requirements from clients such as, Thermo fisher,Capgemini, Lincare.
  + Get requirements from US healthcare and IT staffing companies within all the locations across USA.
  + Good experience on job portals: LinkedIn, Career builder, Monster and Internet Search.
  + Create post and maintain job openings. Identify, interview and select candidates for open positions.
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## Achievements:

* + Achieved placements of executive positions at leading U.S. aerospace and defense clients.
  + Achieved placement of various engineering, managerial, administrative and clerical position by effectively placing them in of the fortune companies across U.S. within the 6 months of joining.
  + Placed 15 candidates in first 12 months of employment



**Education:**

Shivaji University, Kolhapur 2016 – 2019 BBA