

Udit Kashyap

H. No-740 ward no.2 Khatri Wara old Faridabad

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Objectives: -

- To enter the challenging sector and furbish my area of interest to achieve the pinnacle of success in my life with hard work.
- To work for an organization where my skills and knowledge can aid to the organization.

Education Credentials: -

- | | |
|--|-----|
| • B.Tech (Electronics and Communication Engineering), 2018 | 62% |
| • Gita Convent school, Faridabad, CBSE Board | |
| • CLASS 12, 2013 | 74% |
| • CLASS 10, 2011 | 79% |

Technical Skills: -

- Well versed with various MS Office tool, MS Excel worksheet, outlook express.
- Recruiting specialties: Boolean logic and other advanced sourcing technique such as job diva.
- Internet applications and Web Conferencing.

Professional Experience: -

- **8 Months of experience as HR Recruiter**

HR INDIA SOLUTIONS, Faridabad (June2021 - February 2022)

1. Responsible for handling complete recruitment life cycle for Direct Clients in the India.
2. Develop action plans/recruiting strategies to identify qualified candidates through various job portals and networking websites.
3. Responsible for handling different types of non-IT requirements such as: Accounts, Analyst, etc.
4. Responsible for achieving a good conversion ratio of submittals into interview and placement.

- **6 Months of experience as US Healthcare Recruiter**

RAAS INFOTEK, Noida (March 2022 – August 2022)

1. Expertise in Full Recruitment Life Cycle in Healthcare Staffing for Contract Placements.
2. Source through various techniques like internet tools, Referrals and Databases etc.
3. Screening candidates- Interviewing them, testing them and going through the whole selection process.
4. Handle the all aspects of applicant process.
5. Set up and coordinate interviews, negotiate offers and close hires.
6. Great proficiency and knowledge in recruiting techniques such as job portals like Monster and Career Builder and Job diva.
7. Managed and worked with different clients (US Citizens and Green Card holders).

Working on requirements

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Clients: -

LPN, CNA, RN-ER, ICU, L&D

Genesis healthcare
Health Trust

Hobbies: -

Playing football, Badminton.

Personnel Dossier: -

Father's Name – Mr. Gulshan Kashyap

D.O.B – 19th November 1994

Sex – Male

Linguistic competencies – Fluency in Hindi & English