**Apoorva Rajput**

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**CARRER OBJECTIVES :**

I have obtained an advanced, powerful and diverse education that allows me to be knowledgeable in more than one area. My work experience is also diverse, which allows me succeed at almost any challenge thrown my way. Finally, my hard work ethic, ability to be a team player and effective leadership helps me gain the respect of my superiors and colleagues.

**WORK EXPERIENCE :**

**Organization :** Collabera Inc (Oct 2021 - Feb 2022)

**Designation :** Talent Specialist

**Roles and Responsibilities :**

Recruiting US citizen, GC, L2 EAD, H4 EAD, H1B, TN visa holders for various positions.

Sourcing and searching of candidates.

Resourcing and self closures.

**Organization:** Stalber Staffing (Sept 2020 – Oct 2021)

**Designation :** Associate Recruiter

**Roles and Responsibilities :**

* End to end recruitments.
* Responsible for sourcing, recruiting, pre-screening, interviewing, candidate selection, extending and negotiating offers.
* Search for suitable consultants on Job portals, social networking and LinkedIn as per the job requirements.
* Maintaining internal database and pool of consultants.
* Working with all visa status i.e. Citizens, Green Card, EAD (OPT n GC),H1B, H4 EAD and TN.
* Constant interaction, Co-ordination with Clients for Requirements, Interview Schedules, Feedbacks, Placement formalities, etc.
* Posting job advertisements on recruitment portals and Mass mailing.
* Scheduling interviews for candidates and keeping the candidates posted about any updates from the client.
* Experience in US Tax, i.e., 1099, Corp2Corp, W2 plus On Boarding.
* Taking client`s weekly conference call and building up plan of action accordingly as needed.
* Experience in utilizing web recruitments tools (Monster, Indeed, Dice etc.), personal database, headhunting, references, Search Engines and other non-conventional methods of recruiting
* Experienced in Job boards like LinkedIn, Monster, Dice, Corp-Corp, Net-Temps, CareerBuilder, Indeed, Bullhorn Reach, etc.
* Sourced resumes from Indeed, CareerBuilder and Monster from candidate databases and used Boolean strings to search resumes.

**Organization**:Mphasis Limited Pune (July 2017 – July2019)

**Designation** :Level 2 Sr. Transaction Processing Officer

**Client** : LPL Financial Services

**Application** : CITRIX

**Roles and Responsibilities** :

* Reviewing, analysing, transferring and processing Incoming Acat, Non-Acat, DRS, Cash Match and transferring financial assets from financial company to our client.
* Ensure transaction is processed in accordance with documented procedure.
* Responsible for day to day productivity and accuracy for assigned queue.
* Work allocation to team and first point of contact to resolve queries of team members.
* Give training to new team members on assigned queues.

**EDUCATION QUALIFICATION :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Year of Passing** | **University/Board** | **Percentage** |
| B.Com(Hons) | 2017 | RDVV | 64 |
| 12th | 2014 | M.P Board | 68 |
| 10th | 2011 | CBSE | 66 |

**ACTIVITIES AND AWARDS :**

* Completed the 15 days Atos Syntel training of Finance and Accounting from Global track Training(Online).
* Attended 1 day advanced excel workshop on 2nd May 2021(Online).
* Completed 5 days training of Creating Effective Dashboards – 4th May to 9th May 2021(Online).
* Summit Award Winner in Mphasis in March 2019.
* Completed the two month soft skills Training in 2016.
* Attended one day financial modeling workshop(Online).
* Completed 6 Month internship in Fairfield by Marriott, Pune.
* Received letter of appreciation for doing outstanding work during my internship in Fairfield by Marriott.

**PERSONAL DETAILS:**

* Date of Birth : 14th March 1995
* Language Known : English and Hindi

**DECLARATION :**

I hereby declare that above information is correct to the best of my knowledge and belief.