

# Vivek Chaubey

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## Objective

I am a technical recruiter with Michael Page, a leading global recruitment agency. I specialize in sourcing and placing talented professionals in the IT sector across Sydney and Queensland. I work with some of the biggest and most innovative clients in the industry, covering a wide range of technical roles such as software engineers, web developers, data analysts, project managers and more.

I am passionate about connecting people with their ideal career opportunities and helping them achieve their professional goals. I have a strong network of contacts and a deep understanding of the market trends and skills demand in the IT sector. I strive to provide a high-quality service to both candidates and clients, ensuring a smooth and successful recruitment process.

## Work Experience

**Michael page** 06/2022 - Nowadays  
Technology recruitment consultant (Sydney, Brisbane & Queensland)

Manage the full-cycle recruitment process for IT roles across Sydney and Queensland, including sourcing, screening, interviewing, negotiating and closing candidates.

- Work with some of the biggest and most innovative clients in the IT sector.
- Build and maintain strong relationships with both candidates and clients, ensuring a high level

of satisfaction and retention.

- Use various sourcing strategies and tools to attract and identify qualified candidates, such as LinkedIn, job boards, referrals, social media, etc.
- Stay updated on the latest market trends and skills demand in the IT sector, and provide insights and advice to both candidates and clients.
- Achieve and exceed monthly and quarterly targets for placements, revenue and performance.

**Collabera Technologies** 06/2021 - 06/2022  
Talent Specialist (UK clients)

Collabera is a global digital solutions company providing software engineering solutions for tech-forward organization in areas of engineering, cloud, Data/AI for various MNCs, fortune 500 companies and BIG4clients

1. Responsible for sourcing IT Professional for various skills and Senior Levels.  
Handling End-to-End Recruitment Life cycle as well coordinating with the Client's directly for requirements.
2. Sourcing/Screening/Short-listing Profiles, Candidates Tracking and Follow up processing CV's Uploading/maintaining Internal Database etc.
3. Maintaining daily/weekly/monthly reports such as interview status reports, closure reports and feedback reports and also maintaining candidate's database.
4. Advertise job openings on job boards and social networking sites and select resume for consideration based on response.

## Education

Bachelor of Technology

(B.Tech) Electronic and

Communication Engineering

Dehradun Institute of

Technology, University

01/2015 - 05/2019

# Technical Expertise

## Applications

MS Office Suite: Excel, Access, PowerPoint, Word

Technical recruiting

Temporary staffing

vendor management

Sourcing

SDLC

## Skill

Strong eye for detail and accuracy

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Adept at performing research and putting results into a spreadsheet

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