
AMAN KUMAR SINGH

Noida, U.P - 201301

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Professional Summary:

- Over 2.5 years of working experience in US Recruitment.
- I Worked on Healthcare, Medical Devices, Engineering, Manufacturing, IT and Non-IT Positions.
- Responsible for full life cycle recruitment for Healthcare, Medical Devices, Engineering, Manufacturing, IT and Non-IT position.
- Searched resumes from Job Diva (ATS), Indeed, Monster, Career Builder, Dice, LinkedIn, etc. Proficient in Boolean search, creating strings, sourcing, and screening.
- Recruiting US Citizens, Green Card, EAD, H4EAD, H1B candidates as per the client requirement.
- Excellent working experience on W2, C2C and 1099 tax terms. Working extensively on Contract, Contract to hire and Full-time positions.

Education Details:

- B. Com from Maharaja Agrasen Himalayan Garhwal University (MAHGU).
- 12th pass from NIOS Board.
- 10th pass from CBSE Board.

Professional Skills:

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|-------------------------|------------------------------------|
| • Express empathy | • Sales |
| • Recruitment | • Resume format |
| • US Visas | • Full-life Cycle Recruiting |
| • US Tax Terms | • Screening |
| • Ability to gain trust | • Interviewing |
| • Willingness to help | • US Job Portals |
| • Problem resolution | • Applicant Tracking Systems (ATS) |
| • Customer service | • Rate negotiation |
| • Teamwork | • Ceipal |
| • Bullhorn | • NFF ATS |
| • Job Diva | |

AMAN KUMAR SINGH

Work Experience:

Keasis Inc.

Jan 2023 – Present

Sr. US IT Recruiter

Responsibilities

- Working on core IT, Pharma and Engineering Positions.
- Having experience with implementation partners and direct client on contract and full-time positions.
- Working on W2 and C2C contract requirements and state clients also working on engineering requirements.
- Experience in Recruiting Citizens, Green Card Holders, EAD, TN Permit and H1B, H4 EAD, EAD consultants as per the client requirement for various projects on W2, 1099 or Corp-to-Corp basis.
- Communicating with candidates and taking initial screening, understand their competencies & skill sets.
- Sending mass mail, job postings and managed full life cycle recruiting process to meet the various staffing goals.
- Sourcing the right candidates for the requirements using different job portals and databases.
- Negotiation on rates/salary and taking confirmation along with the non-compete agreements.
- Sourcing resumes on Dice, Monster, Internal Database, LinkedIn etc.

Gravity Tech Inc.

Dec 2021- Jan 2023

Sr. Technical Recruiter/Lead

Responsibilities

- Worked on Direct Clients handling end to end recruitment starting from requisition, sourcing the candidates, short-listing, scheduling interviews, salary negotiation and final placement.
- Lead and trained fresher recruiters about the whole Recruitment Life cycle.
- Experience in Recruiting Citizens, Green Card Holders, GC-EAD, H4EAD, and OPT EAD as per the client requirement for various projects on W2.
- Sourcing the Relevant Profiles from the Various Job Portals as per the Requirements.
- Aggressively following up with candidates to get their interviews done.
- Responsible for handling both Contractual and Full Time Positions.
- Dealing with consultants for GC and CITIZEN, etc. Negotiating the rates on Contract, Contract to hire basis.
- Involved in hiring of Manufacturing Engineer, R&D Engineer- Human Factors, Medical Quality Engineer, CAD Designer III, Sr. Industrial Designer, Java Developers, Software Developer, Middleware Programmer, Database Administrator, Technical Writer, Medical Writer, Biomedical Engineer, Instrumentations Technician, Project Managers, QA Analyst, Business Analyst, Data Analyst, .NET Developer, SQL DBA/Developer, etc.
- Sourcing the profiles from various sources, like- Internal database, and References and using LinkedIn, Monster, CareerBuilder, and other platforms

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Recruit Influx

Nov 2020 – Oct 2021

Technical Recruiter

Responsibilities

- Responsible for the full life cycle of recruiting including sourcing, screening, interviewing, evaluating, presenting and closing candidates.
- Responsible for IT recruitment for (Contract / Full Time / Contract to hire). Inform applicants of job duties and responsibilities, compensation, and benefits, Interviewing and then negotiating with the identified consultants.
- Finding and hiring candidates on company's payroll, W2, on an hourly or a yearly basis. Effectively recruited IT Professionals in a time-sensitive environment.
- Utilizing a variety of sourcing techniques to screen, identify and select qualified candidates.
- Sourcing, & screening profiles through various job sites and internal database, networking sites as per the requirement for recruiting.
- Screening out the resume from personal database, Applicant Tracking System (ATS), advanced job portals like Career Builder, DICE, Monster, LinkedIn, and referrals. Talking to the consultants regarding the requirement and getting his view of the requirement and the technical skills that he possesses.
- Follow-up with the clients and the consultants for scheduling of interviews. Closing the consultants in a quick round of time.
- Develop and maintain appropriate format & structure for the 3rd party i.e., negotiate, agree, and maintain same.

Additional Experience:

3i InfoTech Pvt. Ltd

May 2018- Aug 2019

Sr. Backend Executive

Declaration:

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

[Aman Singh]