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Career Objective

Observe... Learn... Initiate... Execute... Succeed..... Repeat.....

Seeking a position to utilize my skills and abilities in your organization while being resourceful and which would help me to build my potential to work as a key player in a challenging and creative environment where intellect, imagination and achievement are recognized and rewarded.

EDUCATION

B.E. (CSE)
ITM UNIVERSITY Gwalior (RGPV Bhopal)

Skill Set:

Technical Recruitment, Sourcing, Screening, Client Management, US IT Recruitment

Experience, Certification & Training:

- Having experience of 3+ Years as a Technical Recruiter.

Professional Experience:

GMC Sqaure (HR Consultancy Firm)

Sep'20 To Current

IT Technical Recruiter

- Familiar with Various Job Boards like **Instahyre, Naukri.com** and Social networking recruiting such as **LinkedIn and Facebook**.
- Handling the recruitment process –Sourcing, Screening, Scheduling.
- Experience in **Technical, Permanent, Contract, Domestic recruitment** along with niche skills.
- Understand the client needs and working on that.
- Manage day to day work report and share with the seniors.
- Job post on the social media side's.
- Handling the client like Innovaccer, Delhivery, OLX, etc.

US IT Technical Recruiter

- Familiar with Various Job Boards like Ceipal, Dice, Monster and Social networking recruiting such as LinkedIn and Facebook.
- Extensive experience on different work authorization (Citizen, Green Card, H1B, EAD, TN), Tax terms (Full-Time), Mode of Employment (Remote).
- Develop and manage strong consultative relationships with Team Leads and Account Managers.
- Scheduling the interviews for the shortlisted candidates and Follow-up with technical panel for interview feedback and updating the status of interview in the database.
- Performed resume formatting, Scheduling phone, Skype and Face to Face interviews for candidates with speed and efficiency.
- Provide weekly/monthly status reports to keep management updated on overall activities and account progress.

Professional Strengths:

- Quick Learner
- Good Team Player oriented with a capacity for hard work
- Open to learn new ideas

Personal Dossiers:

- **Date of Birth:** 25/09/1989
- **Gender:** Male
- **Nationality:** Indian
- **Languages Known:** English & Hindi