

Mahendra Singh Rana
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Summary

5+ years of total experience in Recruiting with IT & Non-IT staffing clients. Involved in full cycle Recruitment involving sourcing, identifying, and interviewing, screening and placing personnel in quick turnaround time in contract, contract with hire and permanent, effectively recruited candidates through Internet research, internal database, referrals, and other strategies. Understanding the client requirements, coordinating for short listing and screening including preliminary interview of the candidates

Experience

Innova Solutions (Formerly ACS Solutions) Noida
Senior Associate (Recruitment)

Oct 2018 – May 2022

- Working experience on ATS such as Bullhorn & Job Diva.
- Source recruit qualified candidate for available jobs.
- Working experience with IT, Non-IT clients and some experience with Pharmaceutical also.
- Worked with various job portals Monster, Dice and Career Builder etc.

Pyramid Consulting Pvt Ltd, Noida
Executive Resourcing (US Staffing)

May 2018 – Oct 2018

- Screening the suitable candidates for the job requirements, using various IT job portals like Job Diva, Dice & Career builder.
- Working experience on Job Diva (ATS)
- Negotiating with the consultants and vendors on different contract terms like Corp to Corp, 1099 and Contract-W2.
- Keeping in constant touch with the consultants and providing timely feedback, helped a lot in timely delivery of the consultants for the clients' needs.
- Recruit H1B, EAD, Green Card & US citizens for all level of requirements from client end.

Infosoft Tekolutions Pvt Ltd (Infosoft Inc.) Noida
Associate Recruiter (US Staffing)

Apr 2017 – May 2018

- Source, Screen, Interview and Evaluate candidates.
- Identify strong candidates via various sources such as resume databases (Monster, Naukri, LinkedIn Dice Career Builder etc.)
- Review applicants to verify if position requirements are met.
- Contact and qualify candidates by e-mails and phone calls.
- Exceptional negotiation skills.
- Deals with candidates professionally and negotiate rates.
- Working in ATS, Outlook, MS Office, Excel, Power point.
- Format resumes for submissions.
- Coordinate candidate's phone and onsite interview.
- Follow up with candidates.
- Stay in touch with candidates through the hiring process and facilitate candidate closing.
- Work with internal teams and hiring managers to assist with recruitment efforts.
- Identify and source appropriate talent for current open roles within the organization
- Identify future talent needs and proactively recruiting and sourcing; develop talent pool or social engagements.

- Manage the recruitment process and life-cycle, including initial assessments, interviews, and offers.

Educational Qualifications

- Bharti Dashan University 2016
MBA (Human Resource, Marketing)
- The Indian Institute of Financial Planning 2015
PG Diploma (PGDWM)
- HNB Garhwal University 2008-2011
Bachelor of Arts (English)

Trainings Attended

- Active participation in college activities like Quiz, Debate, Marketing activities.
- Industrial visit in Mother Dairy and Yakult.

Awards & Accolades

- Certificate of Appreciation for the participating in the Comedy Skit.
- Days Certificate for the 9th National Research Conference of All India Management Association (AIMA).
- Certificate of Appreciation for the participating in the Marketing Project – product Develop and Retailing.

Technical Skills

- Six month diploma in Basic Computer Application.
Microsoft Excel
Microsoft word
Power point
- Outlook
- ATS (Applicant Tracking System)

Interests & Activities

- Listening to music.
- Net Surfing.
- Traveling.

Additional Information

- Father's Name Mr. Kalam Singh
- Present Address House no-115, Opposite – Upkar Apartments
Mayur Vihar Phase 1 Delhi 110091
- Permanent Address Village-Aduli, PO-Kimana, Vaya-Augstymuni,
Dist-Rudraprayag, Uttarakhand-24621
- Sex Male
- Nationality Indian
- Languages English & Hindi

Declaration

I hereby declare that above information is totally correct according to my best knowledge in belief.

Date:

Place:

Mahendra Singh