

# **Curriculum Vitae**

## **Manish Choubey**

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## **Professional Summary**

**8 month's working experience in US staffing as self-motivated in Technical Recruiter all aspects of recruitment support and solutions. Looking for new opportunity in an esteemed organization to scale my experience and skills.**

## **Professional Experience**

**Technical Recruiter  
Acestack LLC , Noida**

**June 2022- Present**

### **Responsibilities:**

- Facilitate the recruitment process; source, recruit, screening, selecting, analyzing, interview.
- Good experience on sourcing resume through various sourcing tools like Ceipal, Dice, Monster, LinkedIn and from Vendor's.
- Analyze job descriptions and talent profile to determine target profile needs and appropriate match as per clients need.
- Good experience on screening resumes and performing phone screening before submitting profile to Client.
- Good communication, negotiation and presentation skills.
- Involved in recruiting for different US employment terms like C2C, W2, C2H, Full-time.
- Good working experience on USA Visa like H1B, H4-EAD, GC, GC EAD, US Citizens, TN, L2EAD, OPT, CPT, etc.
- Have good Knowledge of different USA time zone Like MST, PST, CST, EST.

### **Education:**

- B.COM from MGKVP-2019
- M.COM from JNCU-2021