

AMARJEET KUMAR

(Domestic Technical Recruiter)

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Work Experience

IT Recruiter (Domestic Staffing)

Preqor Technologies - Noida, Uttar Pradesh

September 2021 to December 2022 (1.3 Years)

- Responsible for screening and sourcing of resumes for different IT requirement through job portal like Naukri.com and LinkedIn.
- Performing phone interviews with candidates to examine the candidate is suitable for the requirement.
- Handling end-to-end recruitment process (sourcing, interview scheduling, and document submission).
- Negotiating salary with candidate according to their skills, relevant experience and offer they holds.
- Following up on the interview process status with the client, candidate and reporting manager.
- Mass Mailing and posting the requirement on naukri.com portal.

IT Recruiter (US Staffing)

ST Global LLC - New Delhi, Delhi

September 2019 to August 2021 (1.11 Years)

- Working with US based client for hiring different IT roles.
- Maintaining company all social media pages and creating flyers and posters.
- Recognizing consultant based on their experience and tools knowledge which match to job description.
- Sourcing candidates through various sources like job portals, company database, references, etc.
- Negotiating rate with them for further recruitment processes.
- Contacting with all categories of vendor and tracking the consultant.
- Knowledge of Type of Various Visas of United States, dealing with only United States Citizens & Green Card Holders.
- Staying up-to-date with new technologies & recruitment methodologies.

Education

Graduate in Science

Indira Gandhi National Open University - New Delhi

2018 to 2021

Skills

IT Recruitment, Sourcing, Screening, Selection, Salary Negotiation, Hunting, Interviewing Candidates, Shortlisting, Mass Mailing, End to end Recruitment, Domestic Recruitment, Full time & Contract hiring, MS Outlook, MS Word, MS Excel.

Certifications and Licenses

Basic of Web Development - Masai

Basic of Android Development - Masai

JavaScript Bootcamp - Scaler