

Summary:

- Around **3+** yrs. of diversified Experience in **IT/Non-IT Recruitment (Technical Recruiter/HR Consultant/Marketing)**.
- As a Technical Recruiter with a strong passion to connect talent with the opportunity.
- I am very adaptive to changing direction as I have worked for client with large scale, high volume and fast pace environment.
- Worked with **Healthcare/Finance Clients**.
- Aggressive and self-motivated with excellent communication and Negotiation skills.
- Ability to multi-task and handle various client and job requirement simultaneously.
- **Quik learner, Team Player, confident and ambitious.**
- Good Understanding with Marketing like **Bench sales recruiter**.
- Worked with **international & Domestic**.
- Determination to succeed. Excellent liaison between the employer and candidate in all aspect HR function. Well versed in business process of recruiting and maintain relationships with hiring manager to stay abreast of current and future hiring and business needs.
- Experience working as complete **cycle recruiter** right from **advertising, filtering resume, job posting, pre-screening, Technical Interviewing, Rate Negotiation, Resume submission to the client, Interview scheduling, Feedback, Reference check, offers and closing.**
- Excellent communication, presentation, collaboration, and interpersonal skills.
- **Marketing and brand strategy experience involving researching data, evaluating online trends, and analyzing products and services.**
- Knowledge of dealing with the candidates on Various Payment terms like **W2, 1099, C2C (Corp to Corp)**
- Screening the short-listed candidates based on client requirement.
- **Demonstrates strong interpersonal skills with colleagues and clients, organizational and self-management, and attention to detail.**
- Have good Knowledge in **Microsoft-Word, Excel, Access and PowerPoint**
- Excellent Knowledge on various employment & recruitment and lows **specifically H1B, TN, E3, L1, & EAD's Like H4EAD, OPT EAD, GC EAD & USC & GC**

Skills: MS Office, MS Outlook, MS PowerPoint, Account Management, Employee Relations, Human Resources, Process Pay, Talent Management, Windows 10/8/7/XP/98/95

Professional Experiences:

Human Resource Executive | Maksat Technology Pvt Ltd June 2024 to Present

- Led recruitment efforts by developing and implementing effective strategies for **sourcing, interviewing, and hiring top talent that aligns with organizational goals.**
- Oversaw the onboarding process, ensuring that new hires are integrated smoothly into the company culture and have access to necessary resources and training.
- Track and analyze HR metrics such as **turnover rates, employee satisfaction**, and recruitment effectiveness, providing insights to senior management for informed decision-making.
- Collaborate with leadership to develop and execute HR strategies that support the company's long-term objectives and growth.

Sr. Technical Recruiter/Marketing Specialist | Technology Talent Network |Gujarat – Remote| April 2023 to April 2024

- End to end recruitment from planning, implementation of recruitment strategy based on need, manage onsite interview, recruit technical and high-level management position and proficiency
- **Measure and report on the performance of marketing campaigns, gain insight and assess against goals.**
- Partner with account/Delivery manager to define specific roles, technology, location and functional area.
- Worked with recruiting team to identify most effective sourcing channels (advertisement, sourcing agencies, portals and referrals) and monitor the effectiveness of channels to optimize to cost per hire.
- **Sourced Candidates through LinkedIn Recruiter, Dice, Monster, Indeed, Placement India, Naukri, Glassdoor, Shine, Freshers World, Times Jobs, Apna, Carrier builder, Tech Fetch Networking Events, Employee Referrals, & Boolean Search (Google, Bing, Yahoo)**

- Make connection with vendors & clients and get the requirements for consultants.

Skill Recruited: Business Analyst (BA), Quality Assurance (QA), Data Analyst (DA)

**Sr. Technical Recruiter | Ask IT Solutions |Hyderabad - Remote
April 2022 to March 2023**

- Responsible for screening, negotiating rates scheduling and coordinating interviews.
- Worked in partnership with Hiring Manger and other team members to develop a pool of qualified candidate for various software positions
- Boolean searches to source niche skills resources.
- Performed extensive recruiting for Senior Software/Database Developers with heavy focus on technologies such as: C/C++, (Windows & UNIX/Linux), .NET, Java/J2EE, SQL Server, and Oracle

Skill Recruited: QA Automation, Java, DevOps, Salesforce, Desktop support Consultant, End UserSupport, Network Engineer, CSR,

**Technical Recruiter/HR Consultant | Ardor IT Solutions | Hyderabad – Remote
March 2021 to March 2022**

- Arranging for technical panels and Coordinating at all levels of interviews
- Coordinating and conducting drives, walk -in interviews
- Handling the payroll, compensation and benefits administration
- Planning and structuring of jobs advertisement on job portals
- Communicate with department hiring managers regarding with current job opportunities and status of recruitment process, discuss and development strategies
- Regular follow up with respective hiring manager and candidates insure of recruitment process
- Worked on contract W2 & Corp to Corp Opportunities and **FULL-TIME/Contract** hires.

Experienced With Positions IT/Non-IT:

- Quality Assurance
- Business Analyst
- Devops Engineers
- Java
- Salesforce
- Power BI
- Python
- PHP
- SAP HANA
- .Net Developer
- Customer service representative
- Desktop support consultant
- End Users
- Network Engineer

Experienced with Clients/Companies:

- HCL
- L&T
- Worley Limited
- Airtel
- Accenture
- American Express
- Molina Healthcare
- CVS Health care
- PNC Bank
- Charles Schwab Corporation & etc.

Education:

B. Com from Swami Vivekanand Subharti University in 2020.

Personal Details:

Name: Vikash Kumar

Mob: 8533002546

Email: Dvikas1431@gmail.com

