# Uday Pratap

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# Sr IT Recruiter

## PROFESSIONAL SUMMARY:

* Having totalled around 9 Months years’ experience in US IT Staffing, Aggressive, dynamic & result oriented with good communication skills. Highly self-motivated and self-directed. Strong experience in recruiting Consultants such as (US Citizens, Green Card, EAD, OPT, TN and H1B)-(Canada Citizens & PR). Worked with and placed all most all level consultants such as Java Developer, Do Net Developer, QA Testers, Business Analysts, IT Assets Management, IT Assets Manager, Full Stack Java Developer, UI/Front End Developer, Project Mangersr, DevOps Engineer, Hadoop Developer, IOS Developer, Android Developer Professionals. Handling Recruitment Process with specialization in international recruitment. Having Knowledge of tax term corp- to corp, (Contact), Full Time, 1099 & W2 etc. Expertise in full recruitment life cycle in IT Staffing-Contract in US. A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills. Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity. Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously. Self- driven, able to prioritize tasks and implement changes smoothly.

## HIRE IT PEOPLE, Noida August - 2023 – 30 April 2024

**Sr Technical Recruiter**

* Extensive experience screening, sourcing and recruiting US Citizen, Green Card, H4 EAD, H1B, H1B Transfer candidates for various positions on Contract, Contract-to-Hire, Corp-To-Corp and Full-time positions.
* Inspired each and every team member to perform and produce their best.
* Posting jobs and Extensive use of job boards for sourcing requirements on web such as Dice, Monster, Career Builder, Linked IN, Indeed and many more.
* Periodic client feedback / Reviews on placed consultants.
* Used MS Office, Word, Excel, Outlook Express, Job Portals and e-mail.
* Extensive user of LinkedIn with 2500+ personal connections.
* Daily communication with manager about update and the work done.

## Work with implementation partner Innova Solutions, Photon, Infosys, Genpact, Insight Global.

**XtracIT Inc, Noida**

## Nov.- 2021 – JULY 2023 Technical Recruiter

* Excellent proficiency and knowledge in recruiting techniques such as vendor networking, job boards, (Dice, Monster, CareerBuilder, LinkedIn, etc.) Internet search and Internal Database.
* Experience in Visas - OPT, H1B, TN, EAD, GC & USC with client Bank of America, Wells Fargo and JPMC.
* Extensive experience with multiple recruiting database and online search tools, proficient in US Tax terms (W2 C2C, 1099)
* Good understanding of the US market, Familiar with US geography, Time Zone, Visa, Knowledge of USA Visa like H1B, EAD, GC, Citizens etc.
* Schedule in person / Telephonic (onsite / phone) interviews between candidate and prepare the consultants for the end client interviews.
* Worked on W2 tax terms, good knowledge of 1099 tax and C2C tax term and provided training to trainee recruiters, guiding them through complete lifecycle of recruitment.
* Daily communication with manager about update and the work done.
* Proficient at successful sourcing of candidates via Internet sources using BOOLEAN Search Strings and online resume database.
* Giving closures to the organization with a good rate and placing the consultant mostly in long term projects and high margin.
* Extensive experience screening, sourcing and recruiting US Citizen, GC, H1B's and EAD candidates for various positions on Contract, Contract-to-Hire, Corp-To-Corp, 1099 and W-2 positions.
* Inspired each and every team member to perform and produce their best.
* Posting jobs and Extensive use of job boards for sourcing requirements on web such as Dice, Monster, Career Builder, Linked IN, Indeed and many more.
* Negotiated with candidates on W2 Rate, submitting them on the best rate as per company perspective and worked on tax terms such as W2.
* Coordinating client Interview (Telephonic or in- person or both)
* Periodic client feedback / Reviews on placed consultants.
* Issue and conflict resolution.
* Working on full time requirements and hiring candidates on annual salary with benefits.
* Taking care of all the steps from submission to joining of the candidate.
* Develop strong vendors and candidates’ relationships and maintain communication with both
* Intimate the entire team regarding client submissions to avoid duplication.
* Used MS Office, Word, Excel, Outlook Express, Job Portals and e-mail.
* Extensive user of LinkedIn with 2500+ personal connections.
* Build a pool of highly skilled technical candidates by utilizing the company database, internet sources, networking, and other recruiting sources.
* Cold calling and email campaign consultant and employer regarding new requirement
* Screened resumes, conducted initial phone screens, submitted top talent to hiring managers, coordinated all interviews, negotiated, and extended verbal & written offers, and forwarded to onboarding to complete the hiring process.
* Generating & maintaining database for future requirements.
* Extensive recruiting, sourcing, screening active & passive candidates.
* Able to handle day to day activities and responsibilities as a Team Lead Recruiter
* Submitting the Daily Submission report sheet to the owner of the company.

## Areas of Strength Included:

* Knowledge of OPT, CPT, H1B, USC, EAD, TN & GC'S Visa for placement
* Offer Negotiation and closing
* Working on Job portals
* Sourcing Screening
* Outstanding communication skills
* Strong employer Database

## Glaxo smith kline, Noida Nov - 2017 – July 2020

**Sr Sales Executive**

* cold-calling
* consultative sales
* sales pitch development
* Relationship management
* prospecting
* social media skills
* sales leadership
* customer success
* business development
* account management
* lead generation

## Education:.

* B.S.C. (Bachelor of Science) from G.S.M. Degree college Bewar Mainpuri , Uttar Pradesh, 2013.

## Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge.