Rahul Gosain

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Professional Summary

Experienced **IT Recruiter** with over 3 years in full-cycle recruitment, adept in both IT and non-IT placements. Proven record in client engagement, talent pipeline management, and successful placement rates. Proficient with tools such as Naukri and MS Excel for efficient recruitment and data management.

Professional Experience

Talent Acquisition Specialist
Coffeee.io – Gurgaon, HR
July 2022 – Oct 2024

- **Talent Acquisition**: Placed candidates across diverse IT roles (e.g., Data Analyst, Java Developer) and non-IT roles (e.g., Finance Analyst, Customer Service).

- **Pipeline Management**: Built a talent pipeline, achieving a 95% placement success rate within timelines.

- **End-to-End Recruitment**: Managed the full recruitment cycle, maintaining a high offer acceptance rate through effective candidate engagement.

- **Client Engagement**: Established strong client relationships, providing updates and insights to align with client hiring needs.

Talent Acquisition Specialist (Client: AVA Consulting)
Noida, UP
Aug 2021 – Jun 2022

- Collaborated with clients like EBAY, Toyota, Boeing, and others to meet diverse recruitment needs across sectors.

- Maintained a secure and organized employee database, managing confidential data and platform passwords.

- Supported hiring for roles such as Data Analyst, Java Developer, Network Engineer, Customer Support, and Finance Analyst.

- Managed recruitment documentation, including job requirements, budgets, and candidate databases in Google Sheets.

Education

- **B.Tech in Computer Science**
  Yamuna Group of Institutions, 2018

- **Diploma in Computers**
  Yamuna Polytechnic Engineering, 2014

Skills

Recruitment Skills: Talent Sourcing, Interview Preparation, Rate Negotiation, Candidate Relationship Management
Technical Skills: MS Excel, MS Word, MS PowerPoint, Google Sheets, Database Management, Boolean Search, Resume Formatting, Off-page SEO, Digital Marketing, Social Media Marketing

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