

M K

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Results-oriented professional with experience in Talent Acquisition. Human resources expertise with excellent communication, people skills, computer competencies, time management and teamwork. Demonstrating a commitment to client services and exceeding client expectations.

Work Experience

Sr HR (TECHNICAL RECRUITER)

IDC TECHNOLOGIES, INC

June 2019 to Present

- Working on BFSI domain technical requirements on the account of COGNIZANT(majorly), SYNTEL, LTIMINDTREE, HEXAWARE, HTC, STRATEGIC STAFFING SOLUTIONS, SBC SOLUTIONS INC, SWIFT, CITIUSTECH, NEWBOLD ADVISORS, SOGETI, SQUARE(DIRECT CLIENT), TAVANT, WIPRO, VIRTUSA, HCL, NTT DATA, TECH MAHINDRA for WORLD BANK, BNYM, MORGAN STANLEY, EY, GOLDMAN SACHS, etc
- Also working on some other IT/non-IT requirements for Mechanical, Aviation, Pharma, Telecom, Retail, Media & Entertainment, Automobile domain as well for the same account for JOHN DEERE, BOEING, J&J, VERIZON, LOWE'S, WALT DISNEY, GENERAL MOTORS etc
- Leading the full recruitment life cycle, offering job positions and completing the relevant paperwork
- Develop and implement strategic initiatives for recruiting diverse talent in a multi-site organization
- Familiarity with Applicant Tracking Systems (ATS) like Job Diva, Ceipal, CATS and resume databases
- Solid knowledge of sourcing techniques (e.g. job posting, social media recruiting, referrals, Boolean search)
- Perform pre-screening calls to analyze applicants' abilities and worked on ample CANADA requirements also
- Managing and assisting the team members for scheduling job interviews to ensure closure
- Contact applicants to inform them of their application statuses and conduct background or reference checks on job applicants for those who will be given job offers
- Performing on FTE & Contract requirement hirings in US Tax Terms: W2, C2C, 1099 for different USA time zones: EST, CST, MST, PST, AST, HST
- Handling payroll of the candidates by calculating the wages or hourly rates, benefits etc and taking care of post joining formalities
- Excellent communication, interpersonal and relationship building skills

HR (TECHNICAL RECRUITER)

AriVik Technologies(ExemplarITS)

October 2018 to June 2019

- Worked as HR (Technical Recruiter) in the field of US Staffing and Recruitment.
- Responsible for recruiting fresh talent for Information Technology requisitions which includes having a robust understanding of technical skills across various technologies.
- Experience in US Tax terms like W2, C2C, 1099.

- Exposure to various kinds of sourcing mechanisms including Volume IT hiring with proven abilities to screen profiles, qualify skills and follow up till closure for Full Time and Contract (C2C & CTH) requirements both.
- Good Negotiation skills in terms of annual salaries and other contractual terms with candidates.
- Working experience with VMS, able to work in high pressure environment which may involve cross tagging to various clients and skills which would involve prioritizing demands.
- Ensuring 100% coverage to all clients TCS, COGNIZANT, SYNTEL, PERSISTENT SYSTEMS, UST GLOBAL, L&T, INFOSYS, HCL, INTUIT, INFOGAIN, TECH MAHINDRA, CUSTOM GROUP OF COMPANIES(CGC) for end clients AT&T, IBM, BOA, KAISER, WALLMART, DELTA AIR LINES, JPMC etc
- Led high volume recruitment and acquisition, regular follow up with the respective Reporting Managers and candidates to ensure timeliness of recruitment process.

HR (TECHNICAL RECRUITER)

SysMind LLC

January 2018 to October 2018

- Worked as HR (Technical Recruiter) in the field of US Staffing and Recruitment.
- Performed searching of resume in portals, matching with the requirements and setting up interviews for clients: TCS, INFOSYS, L&T, IGT, SYNECHRON, WIPRO for end clients CISCO, PWC, AIRBNB, PFIZER, MICROSOFT, COMCAST, AMEX etc in US.
- Experience with VMS, understood the clients' recurring needs, key skills/traits and developed a strategic sourcing plan to cater to volume hiring.
- Pro-actively developed a network of solid talent based on client needs and pipelined them.
- Co-ordination, Salary Negotiation and follow-ups with the candidates: visa independent (US Citizen & GC) and visa dependent [H1B, E3, EADs (L2, H4, TN) etc] till the date of joining.
- Performed on Full Time & Contract requirement hirings in US Tax Terms: W2, C2C, 1099.
- Well versed with job portals like DICE, MONSTER, INDEED, CAREERBUILDER, TECHFETCH etc

Education

PGDBM

The Business School, University of Jammu

2017

BCA

Trikuta College of Computer Science and Management Studies

2015

Skills / IT Skills

- Human Resources, Niche Talent Acquisition, Payroll, Vendor Management, Benefits Negotiation, Technical Recruiting, People Management, Stakeholder Management, Business Development, Lateral Hiring, Client Servicing
- Other Computer Skills like: Office Tools- Proficiency in MS Office (Word, Excel, and Power Point)
- Proficient in languages C, C++, VB.NET, Data Structures.
- Worked on databases SQL, MySQL
- Languages known: English, Hindi, Kashmiri, Sharda
- Sincerity and dedication.

- Strong desire to perform well and excel, and a good listener.
- Flexible and adaptable to work Environment & Organization Culture.