**Kusum Dwivedi**

**8448849714**

**kusumdwivedi29296@gmail.com**

**Objective**

A result oriented professional with 6+ months of experience in US IT Recruitment. Expertise in the areas of Staﬃng, Recruiting, Sourcing, Head Hunting, Reporting, Executive Hiring and Contract Recruitment. An eﬀective communicator with excellent relationship building & interpersonal skills.

**Key Skills**

* Good understanding and working experience of US visa and Tax Terms (W2 and Corp to Corp).
* Well versed working knowledge with Microsoft outlook, calendar, MS word, excel and PowerPoint.
* Excellent problem solving, team building, judgment and decision-making skills coupled with good verbal, communication and interpersonal skills.
* Conducting Full Life Cycle Recruiting of potential resources of talent for internal needs.
* Posting Job requirements on leading job portals (if required) and screening responses.
* Searching the resumes of perfect candidates from the job portals like Monster, searching from Ciepal
* Sourced, screened, ﬁltered resumes, checked references, interviewed and placed technical
* candidates
* Performs a ﬁrst-level screening of the candidate on technical skills.
* Recruited hard to ﬁnd candidates for all levels from all categories (US Citizens, Green Cards, H1B, TN, and W2)
* Ensuring candidate is available and ready to take up the position.

**Education**

* Bachelor's in Commerce, Delhi University (2014-2017)
* Masters in Commerce (2017 - 2019)

**Computer Skills:**

* Packages: MS-Office
* Operating Systems: Windows XP, Windows7, 8, and 10.

**Experience**

**IDC Technologies , Noida, India**

**Dec 2019 -Till date**

**Technical Recruiter**

* Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
* Dealt with USC, H1b, and GC and OPT candidates as well.
* Strong experience in sourcing using job boards (Dice, Monster) Boolean searches, cold calling and social media.
* Conducting Full Life Cycle Recruiting of potential resources of talent for internal needs.
* Posting Job requirements on leading job portals (if required) and screening responses.
* Searching the resumes of perfect candidates from the job portals like Monster, searching from Ciepal
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* Ensuring candidate is available and ready to take up the position.

**Hobbies**

Cooking and Listening songs

**Personal Details**

Husband's Name : Mr. Aashish Sharma

Date of Birth. : 29-2-1996

Nationality. : Indian.

Languages. : English & Hindi

Gender : Female

Marital Status : Married