Iksha Kumar Narula

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Summary:

- To contribute to the growth of an organization by leveraging the skills gained through classroom learning and project work and to capitalize on the opportunities and challenges in the industry that are conducive for learning and growth.
- Involved in full lifecycle of recruiting including searching, qualifying, scheduling interviews, rate negotiations, and closing.
- Able to work independently as well as a Team Leader to achieve goals.
- Well versed with recruiting Head Hunting, Cold Calling.
- Experience as a Technical Recruiter in international Recruitment with skills in qualifying, interviewing, reference checking, and salary/offer negotiations. Strong client interaction.
- In-depth knowledge of recruitment via Internet. Excellent time management and organization skills, highly dependable, enthusiastic motivator, and a strong team player.
- Self-disciplined and result-oriented, capable of undertaking and completing all assigned tasks.
- Success driven with a proven track record of meeting and exceeding both management and customer goals in a fast paced and rapidly changing environment.

SKILLS AND TECHNOLOGIES

- Operating System: Windows 7, XP, Linux
- Languages: C, C++, Java, HTML, PHP, ANDROID
- Internet Technologies: HTML, PHP,
- RDBMS- SQL
- Design and Analysis: System Analysis & Design, Software Development Life Cycle

PROFESSIONAL EXPERIENCE

iPlace USA / Pune
Principal Recruiter/Team Lead   **Nov 2014 –**
August 2019
Roles and responsibilities:

- Source candidates using Internet-based sourcing techniques: job boards, web crawlers, search engines, social networking tools, university alumni sites, blogs, local organizations websites, discussion groups, and public and proprietary resume databases.
- Full lifecycle recruiting experience - understanding the job order, sourcing and qualifying the right candidates, handling negotiations, and closing deals.
- Conduct professional assessment and verification for skills, experience, availability, compensation, willingness to travel/relocate and overall suitability for the position.
- Work on technical requirements and conduct primary sourcing and requirement-specific technical screenings. Sample job orders worked on: JAVA, C++, .NET, ORACLE, CRM, SQL, PL/SQL, PeopleSoft, Cisco, SharePoint, Data Warehouse Architecture, Solutions Engineering, Lotus Notes Development, Network Engineering, Software Engineering, etc.
- Work on non-technical job orders such as Project Management, Business Development Management, Technical Writing, Business Analysis etc.
- Work on job orders from startups to Fortune 500 companies including Cisco, Wells Fargo, Bank of America, FINRA, Fidelity Investments, Railinc, First Citizen Bank, AllScripts, etc.
- Thorough knowledge of recruiting process from sourcing to recruiting for different employment types including W2, Corp-to-Corp for U.S. Citizens, GC, H1-B, TN-1, and EAD holders.
- Hands-on experience with Applicant Tracking Systems (ATS) including Bullhorn, ERecruit and CATS
- Hands-on experience with Vendor Management Systems (VMS portals) such as Fieldglass.
- Prepare submittal documents for each shortlisted candidate and schedule interviews.
- Communicate with candidates throughout the hiring process.
- Maintain daily and weekly client reports.

IIVE College / Ahmednagar
MIS Support Executive **Jun 2011 – Oct 2014**

EDUCATIONAL QUALIFICATION:
- 10th SSC, 2008-09, 63.69%

- XII / PUC II HSC, 2010-11, 51.37%
- BCS 1st year, Pune, 2011-12, 55.08%
- BCS 2nd year, 1st Sem, PUNE, 2012, 52.28%
- BCS 2nd year, 2nd Sem, PUNE, 2013, 58.7%
- BCS 3rd year, 1st Sem, PUNE, 2013, 58.6%
- BCS 3rd year, 2nd Sem, PUNE, 2015, 65%
- MCS 1st year, PUNE, 2016, 1st Class
- MCS 2nd year, PUNE, 2016-17, 1st Class

AWARDS AND ACHIEVEMENTS DURING EDUCATIONAL CAREER
- QBASIC (Golf), School, 2005-06, Consolation
- QBASIC (Snakes), School, 2006-07 Consolation
- Scouts & guides, School, 2006-09, Certificate
- MS PowerPoint (Future of Future), National, 2007, 3rd prize
- MS PowerPoint, National, 2008, participation
- MS PowerPoint (Dolphin), School, 2008, 1st Prize
- MS PowerPoint, College, 2009-10, Participation
- C++ (Tank Game), College, 2nd Year   , 2012-2013, Participation
- MS. PowerPoint, District, 3rd Year, 2013-14, 3rd Prize
- MS. PowerPoint (Scientific Devices Against Rape), College, 3rd Year, 2013-2014, Participation
- Android, Crash Course 1 Month, 2014, A+ Grade

Place: New Delhi   **Iksha Kumar Narula**
Date: 16/12/2019