**Gunjan Chauhan**

**Chauhangunjan0204@gmail.com**

**9625220779**

**Summary:**

* My prime responsibilities include sourcing, interviewing and hiring of IT professionals for multiple projects and assignments in the IT services industry.
* Establish and manage relationships with recruitment vendors and third party agencies
* I had worked on W2 Full time and C2C.
* I worked with IT consultants of various experience levels on .Net, Java, QA testing tools, Business Analyst, ETL Developer etc
* I have negotiated with the consultants on different contract terms like W2 and C2C position.
* Keeping in constant touch with the consultants and giving timely feedback to them, helped me a lot in timely delivery of the consultants for the clients’ needs.
* I have a good sub-vendor network, with the help of which I can minimize the turnaround time for submission.

**Professional Experience:**

**Diverse Lynx Pvt Ltd Sept 2020 – March 2021**

**Technical Recruiter**

* I am responsible to Work for contract positions with Implementation partner TCS and Cognizant and serve the requirements to the team members.
* Working with different skill sets as java, Hadoop, .net, devops etc. and find the exact match using various portals.
* Interview and hire IT and non IT Consultants on c2c hourly contracts at various client sites throughout the United States.
* Creating Boolean Search according to the requirement for finding suitable candidates from Jobdiva, CB, Dice and Monster.
* Work closely with BDM to understand/identify client requirements.
* Short listing the qualified candidates through initial screening/interview on the suitability to the desired position and sharing them with the client.
* Prepare quality resume for submittals and candidates through the client’s interview process
* To follow-up consultant and clients to facilitate the consultant to join project / assignment. Also to remain in touch regularly with the client, consultant and employer.
* Ensure quality, quantity & turnaround time with the momentum of business through follow-up.

**Nityo Infotech Pvt ltd June 2019 – Aug 2020**

**Technical Recruiter**

**Job Boards and Experience:**

* Job Diva
* Monster,
* Dice
* Extensive work experience with W2 and C2C
* Linkedin
* Ziprecruiter

**Responsibilities:**

* Responsible for the full hiring cycle, including sourcing; pre-screening; negotiating compensation packages and coordinating technical managerial interviews.
* Getting the requirements from Account Managers
* Understanding the requirement and searching for matching resumes.
* Working with all consultants such as Citizen, GC and EAD's (EAD-GC).
* Working in all kinds of technologies such as Java, Dot Net, QA, etc.
* Provided quality recruitment services via the recruiting life cycle, screening and interviewing candidates, negotiated and established terms of agreements with Consultants.
* Submitting Resumes to Manager in time.
* Acting as a point of contact to the consultants and the vendors.

**AVA Consulting December 2018 - June 019**

**Technical Recruiter**

* Regular interaction with consultants and identifying their needs and getting them to projects accordingly.
* Experienced with Contract cycle of Sales, submitting the consultants, confirming the best rates for consultants.
* Following up for interview schedules, closing the best deals.
* Ability to interact, develop Vendor network and get candidates placed in quick turnaround time.
* Experience working with US citizens, GC candidates, H1B, EAD and OPT.
* Experience in sales of consultants with technologies like Java Developer, Full stack developer, QA Analyst , Front End UI Developer , Business Analyst, Java Developer.
* Gathering requirements for consultants from Vendors of clients, Job portals and other networking techniques.
* Submitting the candidates for the suitable positions and following up regarding the rates and client interviews.
* Updating and maintaining the database for future requirements, generate daily reports and update them.
* Knowledge of Job Portal searches on the likes of Monster, Techfetch, Dice, Indeed , etc.

**Education**:

Bachelor(B.Sc.), Barkatullah University, Bhopal

Master(MBA), Galgotias University, Gr. Noida