

Tejpal Singh
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Summary

- Goal oriented, Enthusiastic & Highly Qualified professional with total Experience of 5+ Years in ITES/BPO/KPO/RPO Industry.
- Excellent staffing, Operations, recruiting and sourcing skills at all levels of the staffing process ranging from Vice President to individual contributor positions.
- Worked on US market extensively and have sound understanding of Tax Terms.
- Working directly with Client Sales Managers to know what requirements are in play and potential IT staffing status.
- Worked closely mentoring new members, backed-up activities, motivated the efforts driving final outcomes.
- Able to rapidly gain knowledge and exhibits a professional demeanour and excellent communication and interpersonal skills.
- Manage relationships with Account Manager/ Hiring Managers and Consultants as needed.
- Extensive use of job boards for searching candidates on the web.
- Recruitment Operations, handling and managing complete recruitment process.
- Exceptional listening and analytical skills, Detail oriented & Flexible
- Exceptional Email drafting/Resume formatting & Presentation skills
- Well versed with recruiting Head Hunting, Cold Calling, Networking and advanced Internet based Recruiting.
- Possess good Network of Consultants (US Staffing) on LinkedIn for Contract roles.
- Handled healthcare as well as pharma requirements (Lab Technician, Quality Control, Quality Control Inspector, Scientist)

Education

- Graduated from RGPV University B.E. with 62.83% 2006
- 12th From R.P.S. College, Patna with 65 % (Maths) 2000
- 10th From Bihar Board, Patna with 62.7 % 1998

Certifications:

- C, C++ Language (**Sathya Technologies, Hyderabad**)

Skills & Expertise: Monster, Dice, Career Builder, Indeed, LinkedIn, Job Diva, Resume Writing, Ms Office (Excel, Word, Outlook, PPT), Drafting Email, Technical/ Non-Technical Recruitment, US Staffing, BFSI, Functional/ Techno-Functional Requirements, C2C/W2/1099 & Fulltime recruitment, Interview Scheduling, Organizational Skills, Vendor Management, Client Relationship.

Professional Experience

Diverse Lynx

Mar'2020 – Apr'2020

Technical Recruiter

Clients Served: Tech-Mahindra, HCL, Wipro, TCS (Apple, Cisco), Capgemini, Infosys, Wipro (Wells Fargo), Genpact.

As a Technical Recruiter responsible for recruiting, interviewing and staffing qualified IT professionals on a contractual / or permanent basis.

Responsibilities:

- As a Recruiter with exceptional skills in qualifying, interviewing, reference checking, and pay rate negotiations. Working extensively with implementation partners.

- Well versed with the different Tax terms like Corp to Corp, 1099, W2, Green Card, PR, open work permit.
- Hands on experience in passive recruiting through LinkedIn and other social networks.
- Highly capable of handling critical requirements and delivering on time.
- Experienced in working with US Citizens, Green Card holders, H1B and TN visa holders, for numerous positions.
- Effective communicator with management skills & strong analytical, problem solving as well as organizational abilities.
- Prepared and formatted resumes and submitted directly to hiring manager.
- Extensive experience in creating Boolean Search Strings to source qualified profiles from various professional job boards
- Handled requirement IT requirement such as DevOps, "SQL Developer with .Net", Kentico/Sitecore/Sitefinity Developer, Salesforce Development and Non-IT requirement, Engineering (Manufacturing Technician) as well as Healthcare requirements (Lab Technician, Quality Control, Quality Control Inspector) as well.

Aditi Consulting, Vadodara

Jul'2019 – Mar'2020

Technical Recruiter

Clients Served: Sony Computers, Sony Electronics, Silicon Valley Bank, SAIC, Electronics Arts, Experian, Motorola, Arris, Zebra, Verizon, Palo Alto Networks, Catalent

Responsibilities:

- Started my career again as an US IT Recruiter and handled end to end recruitment cycle from screening to interview.
- Working on different IT requirements such as: Java/.NET Developer/DevOps Engineer/Embedded/BA/Salesforce/HRIS and many more.
- Here worked closely with Prime Vendors/Direct Clients on their contract and fulltime requirements.
- Have good knowledge of VISA/Tax Terms and have a go and getter attitude
- Used Monster/Dice/CB/Job Diva to source best fit candidate for the open positions
- Client coordination skills, Posting Jobs, Flashing requirement on Social Media and via Mass mailing to Bench Sales people.
- Comfortable working with Job diva (ATS) and Sixth sense (Monster, Career Builder, Dice)
- Handled the gaming requirements of Sony(PlayStation) which includes Gaming tester, AR/VR, Video Producer, 3D Animator, Computer Vision Research Engineer, UI/UX Developer as well as Software Developer, DevOps Engineer, Java Developer, Embedded requirements.

Revrath, Bangalore

Jul'2018 – Jun'2019

Freelance Recruiter

Responsibilities:

- Have good understanding of the portals like Naukri.com, Monster.com to get the profile relevant to the requirement of the client.
- Worked on different technologies like Java, .Net (with Angular version), UI/UX and sales & marketing profiles with banking clients.
- Was taking care of full Recruitment cycle (Screening/offer/negotiation etc.).
- Started my career as an IT Recruiter where my profile was to source best fit candidate from various Job portals (Naukri/ Monster/Dice and internal Database etc.) for all sort of IT Companies.

Effective Teleservices Pvt Ltd, Vadodara

Apr'2015 – Jul'18

Online Chat Representative (Customer Service & Sales Executive)

Worked with major clients like Verizon and CenturyLink.

- With CenturyLink, we're into customer services. It would be online chat process; we're helping the customers regarding their login issues after proper authentication. We'll send the customers, reset password link or create the account, so that they can check their account regarding the Internet, TV and phone services.
- With Verizon, we're into sales, dealing with New and Existing services. With Existing customers, we're helping the existing customers regarding the billing issues, as well the upgrading & downgrading services, as well as renewal of the services, mean the customer would be with us for next 24 months.
- With New customers, we'll check the services availability at the location, help with the package, as per their needs, place the order for the new services, in between, we can check the earliest date of installation at the location for the services.

Achievement:

- Participated in cultural activities at college level.
- Awarded Recruiter of the month and Golden Egg (Highest GP) of the month in Oct'19
- Awarded for multiple of times for call duration as well as calls (Minimum duration of 1:30 hours)
- Awarded Recruiter of the Quarter –Q4 2019.
- 9 Interviews (8 interviews in IT and 1 interview in Non-IT) in the month of Feb'20.