**RAHUL KUMAR**

**Mob:** 8851220833, **Email:** [rahul.itrecruiterhr@gmail.com](mailto:rahul.itrecruiterhr@gmail.com)

**Summary**

* I Started My Carrier in US Staffing in January 2014 & have 6+ years of experience in US IT recruitment, Technical Acquisition and International human resources with a year of Tech Lead Experience.
* 6+ years’ experience in US IT Recruitment- full recruitment life cycle -from requirements gathering to placement and follow ups: Read Job description, Job posting, sourcing, screening, formatting, negotiation and placing Technical candidates.
* Recruitment Paperwork coordination with client HR/Accounts after confirmations (MSA, Purchase orders, insurance)
* I have experience working on Telecom, Finance, Banking, Automotive Industry
* Feels very interested & Confident while speaking with Citizen & Green Card Candidates.
* Daily dealings with Social Medias like LinkedIn, Google groups and Job boards like Jobdiva, Dice, Monster, Indeed, Zip Recruiter, Tech Fetch, Career Builder etc. for sourcing right talents for the client/company.
* Promotion of IT training and consulting services through cold calling and follow ups with fresh college graduates. converting them as Trainees followed by placements
* Experience in recruiting USC, Green Card Holders, EAD’s and H1B (Transfers)
* Hands on experience with different positions like Contract, Contract-to-Hire and Permanent Placements.
* **Strong knowledge of various taxation policies such as C2C, W2, 1099, and work authorizations like H1B,GC EAD, OPT EAD, CPT, EAD, TN1,TN2, Green Card and US Citizens.**
* Hands on experience on Jobdiva is 3 Years to full access with Email Merge also.

**Functional Expertise:**

* Finding great talent to fill one position; Understand job descriptions, screen resumes, interview candidates via phone or in person, extend job offers, implement onboarding strategies and keep accurate records of all candidates and new hires
* cold calling candidates and companies, organizing and executing ad hoc networking events, identifying industry experts and finding unique methods to engage with them, creating unique targeted sourcing campaigns
* Comfortable interfacing directly with hiring managers including Director and VP level technical
* Know how to balance getting things done quickly with getting things done superbly.
* Know how to present but not oversell candidates to their client groups; influence decisions by acting as the subject matter expert on talent but avoid dictating client decisions

**Education:**

B. Tech (EEE) : C.T Institute of mgmt. &tech., Jalandhar:2006-10 PTU (Punjab Technical University)

Diploma: Pt. Jagat Ram Govt. Polytechnic Hoshiarpur Punjab. PTU (Punjab Technical University)

Matriculation: CBSE Board, Patiala, Punjab

**Not Working: I started new business that is running now and I closed it. I am very good on Technical skills have ability to find Right Resume for assigned Jobs.**

**Experience Details:-**

**Transcend Staffing**

**Sector 63 Noida**

**May 2019 to March 2020**

**Title : Tech IT Lead**

* Working on Eversource Energy Direct Client ,Implementation CTS,and also working on Third party Clients
* I have 4 members in my team working in Technical Requiremnts from Our Clients
* Maintaining Daily ,weekly and Monthly report.
* Doing Meeting with recruiters for performance review.
* Maintain Submission Reports ,boost recruiters for doing more submissions and Starts
* Help Junior Team members for sourcing profiles from various Job Portals.
* We are using Dice,CB and Monster to source profiles.
* Vast User of Jobdiva ATS,Linkedin and google Groups.

**AVA Consulting**

**Noida Sector 2**

**June 2018 to present**

**Title: Sr. Staffing Specialist**

* **Working on Direct Clients:** Toyota Financial, JC Penny, Verizon, FNF, Nationstar Mortgage &one implementation partner NTT DATA.
* Mentor for junior recruiters.
* Working on Core IT Requirement & NON-IT Requirement.
* Hands on Jobdiva ATS.
* Using portal Dice ,CB ,Monster for sourcing Profiles.
* Vast use of Linkedin.
* Weekly follow up with candidates/ internal clients and vendors.
* Assign REQS to junior Recruiter & follow up with Recruiter & manager.
* Prepare Daily report for Submissions ,Interview & offers.
* Hand on skills on Zerochaos, Fieldglass & Beeline.

**Pyramid Consulting**

**Noida Sec 63**

**November 2017 to April 30th 2018**

**Title: Sr. Executive Resourcing**

* Direct Client handling: Anthem, UPS ,Delta Airlines, Reflexis System
* I have Experience on Jobdiva working on Contract, w2 & fulltime Roles.
* Extensive hands on Experience in Job Posting,searching Candidate/consultants on Jobdiva& Various Job Portals like Career Builder, Tech Fetch and Dice.
* Used Jobdiva for making Submission.
* Putting Notes on Candidate profile on Job diva against the REQ.
* Have experience in Agent Search and Talent Search in Jobdiva.
* Scheduling interviews on Jobdiva and make offer on Order Management System (OMS)
* Put offered candidate details on Order Management System (OMS) Company Portal.
* Weekly follow up with candidates/ internal clients and vendors
* Sourcing requirements from Direct Client/Vendors/Implementation Partners.
* Screening and arranging EAD, H1B, GC and US candidates on contract/full time positions for the clients.
* Rate Negotiation based on market conditions and Submissions with Clients/vendors.
* On time submissions and Placements.
* Achieve more than 80% target in each Quarter.
* Have Experience on finding resumes on LinkedIn & Google Groups.
* Prefer Citizen & Green Card Candidates While Submitting Candidates to the Client.
* For Submitting H1 Candidates, I have more than 5000 Active vendor list.

**IDC Technologies, Gurgaon**

**11th April 2017 to November 2017**

**2nd Floor, Greenwood plaza**

**Sector 45, Gurugram(Gurgaon)**

**Title: Technical Recruiter**

* Direct Client Working on: AT&T, Wellsfargo, UHG, Morganstanley, Directv, Cargill
* Working on Contract, CTH, fulltime Roles on w2 tax terms.
* Working with USC & Green card candidates (NO H1B)
* Experience in Job Posting, searching Candidate/consultants on Jobdiva & Various Job Portals like Jobdiva, CB ,Monster, Sixth Sence, Dice, Prohire, Linkedin ID

**Pyramid Consulting**

**Noida, Sec 63**

**13 August 2015 to 10 April 2017**

**Title: Executive Resourcing**

* Client handling: Microsoft, Synchrony Bank, Disney, HSBC, AT&T, Google, Capitalone, FRB
* I have Experience on Jobdiva working on Contract,w2 & fulltime Roles.
* Extensive Experience in Job Posting, searching Candidate/consultants on Jobdiva & Various Job Portals like Career Builder, Tech Fetch and Dice.
* Used Jobdiva for making Submission.
* Putting Notes on Candidate profile on Jobdiva against the REQ.
* Have experience in Agent Search and Talent Search in Jobdiva.
* Scheduling interviews on Jobdiva and make offer on Order Management System (OMS)
* Put offered candidate details on Order Management System (OMS) Company Portal.
* Weekly follow up with candidates/ internal clients and vendors
* Sourcing requirements from Direct Client/Vendors/Implementation Partners.
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**Software Used:** Microsoft Excel, Word, Power Point, Outlook,Office 365, Jobdiva,Dice,Mozilla Firefox,Google Chrome, Adobe pdf Reader, word to pdf converter, MS Lync,Internet explorer, Paint.

**Skills worked upon:-**  
**Programming Language:** Java, SQL, J2ee,.Net,C, C++ , C#

**Scripting Languages**: UNIX Shell scripting, JavaScript, VBScript, Perl, Python, Jython, Ruby, Applescript, Coffeescript, PHP

**ERP Packages;** SAP, JDEdwards, Oracle Apps, Oracle ERP, PeopleSoft,

**Databases:** SQL, Oracle, Bigdata (Hadoop) , Teradata, MongoDB, MariaDB,

**Operating System:** Linux, UNIX, Solaris, XP, Android, Mac, 98/2000/Windows 10

**ETL:** Informatica, Ab-Initio, Teradata

**Cloud Technology:** Application Software as a service SaaS (CRM, Email, Virtual Desktop, Communication, games), Platform as a Service PaaS (Execution Runtime, Database, Web Server, Development tools), Infrastructure as a Service IaaS (Virtual Machines, Servers, Storage, Load Balancers, Network)

**Devops:** Kubernetes , Dockers, Containers ,CI/CD, Linux, Mac, Python, Puppet, Chef

**TechWire Solutions**

**Kalkaji New delhi**

**August 2014 to August 2015**

**Sr. Technical Recruiter**

**Responsibilities:-**

* Responsible for end to end recruitment life cycle.
* Involved in the recruitment of contractual hiring with clients.
* Understanding the client requirements and sourcing the profiles accordingly through job portals/ referrals/ Databases / Networking.
* Posting Jobs on Various Job portals.
* Interacting with the IT Professionals for contract, contract to hire and permanent positions.
* Screening and short-listing the resumes as per client requirements and sending them to the clients after primary short listing.
* Negotiate & convince the candidates to accept the offer & join at the earliest.
* Preparing offer letter and collecting the necessary documents from candidates.
* Issuing the offer letter as well as appointment letter for the selected candidates.
* Assisting the clients and candidates in the selection process and following-up with candidates till he/she joins.
* Maintaining and updating the database of candidates on daily basis.
* Achieving value wise and volume wise targets.

**Skills worked upon:-**  
Java, J2ee, ERP Packages, Oracle DBA, SQL DBA, Unix/Linux Administrator, Solaris, PHP,.Net, Documentum, Cognos, DWH (Informatica, Teradata, Business Object), White Box Testing, Automation Testing (QTP, Win Runner, Load Runner), Manual Testing, Mainframe, IPhone/IOS, Android, WMB, Portal developer,WCS, Oracle  
  
**Clients Handling :-**  
Sapient, Medtronic ,CapitalOne,JPMC, AT&T, Google

**Preferred Vendor**

Modis, AIC, Randstand, Catapult Staffing, Robert half , XPERIS, Judge, Kforce

**Skills:-**

Java/J2ee, .Net, Web Technologies, SAP, Front end developers

**Relocation:** Anywhere in NCR. Delhi is preferred.

**Personal Details:-**

Languages Known: English, Hindi, and Punjabi

Marital Status: Married

Father’s Name: Sh.Baljit Singh

Current Location: Delhi

Hobbies: Surfing on Internet, Reading books, Reading about new Technologies