**. Kim**

**Kim.285563@2freemail.com**

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| **Professional Summary:** |  |
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* Total 11+ Years of Recruitment and Customer Service Experience.
* 7+ years of experience in HR Recruitmentfor US based Companies.
* Having solid experience in performing needs analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking, negotiating, making offers, creating contracts and closing candidates that can help actualize corporations missions etc.
* Expertise in Sourcing IT Professionals from Junior Position till the senior level.
* Handled all the IT Technologies involving combination of complex skill sets and rare technologies.
* Extensive experience of Internet Recruiting for candidates and industry leads, pre-screening to quality potential candidates.
* Extensively used web technology for posting resumes on behalf of sales person as well as consultants on different websites.
* Involved in developing professional relationship with vendors and clients.
* Possess extensive knowledge of sourcing methodologies through Internet, networking, referrals as well as strategizing the recruitment process.
* Have high levels of skill and motivation to hunt the talent for complex technical requirements
* Knowledge of operating systems, hardware, databases, front-end and back-end programming languages and a variety of software packages.

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| **Skills Summary:** |  |
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* Proficiency with Recruitment
* Recruit via Internet job boards [Dice, Monster, Career Builder and Corp-Corp].
* Efficient search, evaluation of candidates for the requirements on the basis of skills, functionality, experience and qualification.
* Maintaining very good database of Excellent Consultants, Constantly calling them to check their availability.
* Possess extensive knowledge of sourcing methodologies through Internet, networking, referrals as well as strategizing the recruitment process.
* Skills match for the client's requirement from skill pool.
* Scheduled interviews, arrange for candidate travel for interviews when applicable.
* Provided follow up feedback to candidates and hiring managers on interview results.

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| **Skills:** |  |
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**Operating Systems:**  WinNT4.0 Server, Windows 9.x

**Databases:**  SQL Server 2000, C#, Java, Sybase

**Front-end Tool:** Visual Basic.net

**Packages:**  Ms-Office, Lotus Notes

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| **Personal Details** |
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**Date of Birth: 19 Jan 1981**

**Gender: Male**

**Marital Satus: Married**

**Nationality: Indian**

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| **Education/Certification:** |
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* B.Com (Taxation), Barkatullah University, Bhopal, M.P, India, Year 2003.
* D.I.S.M (Diploma in Information and System Management), Aptech

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| **Professional Training:** |
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* Attended training conducted By M/s BhartiTeleventure Ltd. Bhopal.
* Attended training conducted By M/s BhartiTeleventure Ltd. Bhopal.
* Attended the workshop By M/s BhartiTeleventure LTD Bhopal.
* Trained Consultant of BQT (Basic Quality Training) in IBM Daksh.

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| **Experience:** |
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| **AkrayaInc, Pune, MH July 11 – March 2016** |
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**Team Lead/Resource Manager - Recruitment**

**Overview**

Akraya, Inc. is a multiple award-winning, fast growing provider of Staffing and Consulting services with a focus on IT, Engineering, Creative and Marketing talent. Akraya has extensive experience supporting Enterprise clients like Bank of America, eBay, PayPal, Cisco, Jasper Wireless, Juniper Networks, Yahoo, VeriSign etc. as well as hot emerging start-ups. Founded in 2001, Akraya is a woman-owned and minority-owned certified business and also a certified Bay Area Green Business.Akraya specializes in Systems Integration, Staffing, Recruiting, Business Intelligence, Quality Assurance, Application development

**Responsibilities:**

* Performs daily recruiting activities including sourcing, matching candidates to requirements, reviewing resumes, phone screening, scheduling, and conducting interviews and reference checks.
* Effectively identified candidates through Internet research, internal database, referrals, and networking.
* Used advanced search strings to source candidates from the internet.
* Maintains data as required in proprietary database to ensure active pipeline control.
* Prospects and identify the top tier of talent via creative lead generation methods
* Provides leads to sales and/or management staff based on information received from candidates
* Participates with Account Executives in qualifying requirements and client meetings
* Acts as a tactical complement to the rest of the sales and recruiting team
* Closely coordinates with subcontractors and consultants with regard to job descriptions, interviews, consultant start dates, and logistics.
* Negotiates rates with subcontractors in order to achieve possible maximum profit per placement.
* Responsible for 100% hands on recruiting while driving all aspects of the recruiting process and strategy for assigned requisitions as well as future headcount planning.
* Manage high volume recruiting activity including direct hires, temporary conversions and collaborates with hiring managers to determine job requirements and competencies for open positions.
* Implement new innovative recruiting strategies using multiple social networks increasing resume flow.
* Created short-lists & pipelines of pre-qualified candidates ensuring a strong pipeline of qualified candidates for future projects.
* Supported clients like Cisco, Symantec, Vmware, Bank of America, GAP, Wells Fargo, etc.
* Currently a dedicated Recruiter and RM for Yahoo, Silicon Valley Bank, Ericcson, GAP, Veritas, Symantec and Intuit.

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| **RJT Compuquest Inc., Gurgaon, Haryana Mar 11 – June 11** |
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**Sr. Technical Recruiter (Oracle and SAP)**

**Overview**

Founded 1996, RJT Compuquest, Inc. is an ERP and IT consulting services provider focused on providing innovative and successful business solutions. We are capable of working across all technology platforms, operating systems and infrastructures. RJT has experience in performing implementations, technical and functional upgrades, optimization projects, and full service staffing.

**Responsibilities:**

* Responsible for contract, contract to hire & full time permanent placements of IT professionals.
* Maintaining complete Recruitment Database including inflow by augmenting relevant resumes on a periodic basis.
* Responsible for the full hiring cycle, including resourcing; pre-screening; conducting personal interviews; coordinating technical managerial interviews; checking references and negotiating compensation packages
* Responsible for managing vendor relations, rate negotiations with Third Party vendors to ensure the best possible rate based on candidate, skills, location, and availability. Responsible for qualifying Third Party candidates prior to submitting to End Clients.
* Established strong business relations with Human Resources and Hiring Managers to determine needs within their client companies.
* Successful co-ordination with Sales Managers to generate marketable resources and reduce cost-per-hire through direct sourcing.
* Preparation of spreadsheets related to the Requirement, the Candidates, their feedback and also updation of the same on daily basis.
* Supporting companies like Zensar Technologies, Hitachi Consulting, HCL America, Fujitsu, Wiproetc.

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| **Lancesoft, Inc., Indore, (MP) India Jun 10 – Feb 11** |
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**Sr. US IT Recruiter**

**Overview**

Lancesoft is midsized 75 million IT services Company head quartered out of Herndon, Virginia. Geographically we are spread is 10 offices in US and 6 global software development centers. Lancesoft have been rated as the 4th fastest growing private company in America by INC 500. Lancesoft have consistently featured in the Deloitte fast 50 list and have been ranked as the 3rd largest technology company in Virginia in the most recent one. Currently we have about 650 technology consultants on billing across our client sites in the US. Our Client base consists of Fortune 100 like Verizon, CapitalOne, Fannie Mae, EDS, Accenture, Lockheed Martin, Raytheon to name a few. LanceSoft’s dynamic work environment and culture constantly nurtures innovation, strategic thinking, and creativity and is complemented by strict process controls across our delivery centers globally. With attractive compensation packages, positive and productive work environments and challenging assignments to offer, LanceSoft is committed to being the employer of choice wherever it operates.

**Responsibilities:**

* Responsible for the full-life cycle recruitment for permanent employees, direct client hires, and placement of sub-contractors.
* Extensively working for Fannie Mae (Mortgage), recruiting for position including but not limited to: Business Analyst, Quality Analyst, Project Managers, Network Administrator, Network Engineer, System Administrator Consultants.
* Prospected qualified candidates through cold calls, internet searches, and referrals and employed creative recruitment tactics to identify and gain the attention of passive and niche candidates
* Thoroughly prepared candidates for interviews by having an in-depth knowledge of client company, position, initiatives and business strategy of the organization
* Experience in recruiting through Internet job portals (Dice, Monster, Career Builder, Corp-Corp, etc.) combined with utilizing existing candidate relationships and referrals
* Managed candidate process - including pipeline recruiting, pre-employment references, and ongoing relationship maintenance of existing consultants
* Worked directly on Client Portals like Fieldglass.
* Mostly worked with W2 consultants.
* Maintained job postings on external websites and channels, developed and prepared reports, and coordinated candidate interviews.
* Managed the hiring process through completion of criminal background checks, reference checks, drug test results.
* Supervised and mentored junior and incoming recruiters on the corporate policies and procedures
* Supporting clients like Fannie Mae, Sempra Energy, ACS, Unisys, GMAC, Verizon, Johnson & Johnson etc.

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| **Yash Technologies Inc., Indore, (M.P), India Sep 08 - Jun 10** |
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**SAP Recruiter**

**Overview**

Yash Technologies a SEI CMMI (Level 3) and an ISO 9001:2000 certified company Yash’s edge comes from its proven expertise in the areas of ERP, CRM, SCM, Portals, Content Management, Business Intelligence, Business Objects, Supply Chain and e-business Applications. YASH uses a viable Global Delivery Model in deploying relevant and cost-effective solutions to its clients worldwide. A winning combination of technical excellence and domain expertise across key industry verticals - Automotive, Chemical, Consumer Goods, Education, Financial Services, High Tech, Hospitality, Life Sciences, Manufacturing, Oil and Gas, Pharmaceutical and Retail enables YASH to make technology relevant to its customers and helping them achieve global competitiveness.

**Responsibilities:**

* Looking after recruitments of ERP SAP for the company and direct client as per the requirements.
* Experience in recruiting through Internet job portals (Dice, Monster, etc.) combined with utilizing existing candidate relationships and referrals
* Responsible for the full-life cycle recruitment for permanent employees, direct client hires, and placement of sub-contractors.
* Extensive recruitment of SAP analysts, consultants, managing consultants, project managers, program managers, directors, and associate partners across all functional and technical modules and sub-modules.
* Modules involved primarily composed of SAP (MM, PP, SRM, FICO, SD, PM, PS, BW, CRM, Basis, ABAP), Change Management, and Supply Chain.
* Assist sales team to understand the market/ competitors/ product of our potential clients Plan and oversee execution of HR activities
* Maintaining relations with the vendors and the Clients.
* Streamlined recruiting process and increased efficiency. Documented all processes and created official manuals.
* Created and closed contracts with Sub Contracting companies.
* Negotiate billing with job boards, back ground and drug testing companies, and other vendors.
* Specific areas of skills: ABAP, SAP HR, CRM, MM, FI/CO, WM, VC, SD, Netweaver, BI, SAP Managers, SAP SR. Managers, MDM, XI, Security GRC, BASIS, Portal, BI/BW, SEM-BCS, BPS etc.
* Proven excellence in providing the suitable candidate for the open position in short period of time.
* Strongly self motivated, committed, creative and willing to assume responsibilities.
* Ability to achieve the best possible results under extreme work pressure.
* Excellent communication and interpersonal skills.
* Supported clients like Monsanto, Chemtura, Siemens, John Deere, Samsung, etc

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| **IBM India, Hyderabad, India May 08 - Sep 08** |
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**Technical Support Associate**

**Responsibilities:**

* Worked for AT&T Project. AT&T is one of the largest telecom companies in United States.
* Providing technical support to the employees of AT&T
* Troubleshooting issues related to the VPN (Virtual Private Networking), Outlook 2003, provide admin rights to the users, printers, hardware configuration, Windows Net meeting.
* Remoting user’s computer using different tools like TRC (Tivoli remote control), Citrix, Ra Utility, Windows Net meeting and handling different issues of PC.
* Resolving hardware issues of different PCs like IBM, HP and Dell.
* Installation and upgrade of different software like MS Office 2003, Outlook 2003, AT&T
* Global Network Client 6.3 and 7.1, MacAfee 8.5 and MacAfee HIPS (Host Intrusion Prevention Software) 6.1 and 7.0.

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| **IBM Daksh, Gurgaon, India Sep 06 - Apr 08** |
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**Sr. Technical Support Specialist**

**Responsibilities:**

* Have been working for Intuit Process (Accounting Software) and also as a Data Recovery Specialist.
* Responsible for working on a pilot project of Dual Skill Team which involved Inbound calls and Back office Work.
* I was a SPOC for Team to work on assignments like Roster Publishing and Planned Leave Management.

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| **AirtelBharti Tele Ventures LTD, Bhopal, MP Jul 04 - Jun 06** |
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**Executive (Technical Support)**

**Overview**

Bharti Tele-Ventures Limited, a part of Bharti Enterprises, is India's leading provider of telecommunications services. The businesses at Bharti Tele-Ventures have been structured into two main strategic business groups - the Mobility Leaders business group and the Infotel Leaders business group. The Mobility business group provides GSM mobile services across INDIA in twenty-three telecom circles, while the Infotel business group provides broadband & telephone services, long distance services and enterprise services. All these services are provided under the Airtel brand.