**Abhinav**

**Abhinav.362983@2freemail.com**

**Summary:**

* Experienced in finding clients and foster long-term relationships.
* Hands on experienced in understanding client requirements and employ recruiting methods to attract candidates (e.g. job advertising).
* Hands on evaluating resumes and applications also in sourcing candidates using databases, social media etc.
* Extremely experienced in assuming responsibility of pre-interview screening and matching the most suitable candidates to different positions.
* Created relationships with job seekers and provide advice.
* Facilitated and finalized agreements between candidate and employer.
* Providing advice on the career opportunities in the markets we serve, including how to improve a resume.
* Have done briefing to candidates on suitable roles and preparing them for interviews.
* Managed the recruitment process, from the initial interview through to the offer being made.
* Facilitated negotiations between the client and candidate, such as salary and start date, and provide feedback before and after interviews.
* Maintained the candidate database and promoting jobs to new and existing candidates.

**Educational Details:**

* LPU – India (2015)

Bachelors’ of Technology (Electronics and communications)

* SMU – India

\*Pursuing MBA in HR, expected completion date is Jul 2017.

**Professional Experience:**

**Collabera Technology PVT Ltd – Morristown, NJ, USA (Jul 2015 – Present)**

**Recruitment Consultant (India)**

* Full-cycle recruiting: source, screen, interview, debrief and close candidates for technical positions.
* Meet with managers to understand job requirements and write job descriptions.
* Create a strong candidate database for future hires.
* Work on both pro-active positions as well as reactions to our team's opportunities
* List job postings on job boards, social media and corporate career web sites.
* Schedule phone and in-person interviews for shortlisted candidates.
* Have a thorough understanding of nature of job opening and explain it to the candidate during phone screen.
* Check professional references and coordinate with background check agency.
* Compose offer letters and negotiate compensation package with candidates to be hired.
* Making visits and presentations to corporate clients and writing and advertising vacancies on the job boards.
* Coaching and leading candidates and clients throughout the hiring process.
* Helping candidates to identify and achieve their career goals, and encouraging continuing professional development.
* Making job offers and checking references on candidates.
* Screening, interviewing and short-listing potential candidates both personally and by telephone

**Workshops / Certifications/ Seminars:**

* IELTS – 6.5 Bands
* HCL (wireless) certification, summer training, June, 2014
* NCC Aye certificate with camp, 2010, BHU, Varanasi, Uttar Pradesh, India.
* State level volleyball championship, 2011, Allahabad, Uttar Pradesh, India.

**Technical Skills:**

* Software: Xilinx, Cisco packet tracer.
* Skills: C++, communication n/w.

**Extra-Curricular Activities:**

**Participations & Awards**

* C.B.S.E cluster volleyball championship, 2010, Varanasi Uttar Pradesh, India.
* NCC camp, 2010, BHU, Varanasi Uttar Pradesh, India.
* NCC independence day parade, 2010, BHU, Varanasi, Uttar Pradesh, India.
* Cultural event one India and one world at lovely professional university in 2012, India.
* First Prize - class best attendance award, 2009
* Silver Medal class representative award, 2007
* Volleyball team caption award, 2009

**References:**

References will be provided on request