****

**Baksh.**

Baksh.372630@2freemail.com

**Professional Summary:**

* Around 05 years of experience in International based RPO
* Around 04 years of experience in US IT Recruiting
* Experienced in Business Coordinating
* Excellent communication skills to deal with people at all levels.
* Worked as an IT Recruiter for US based Companies.
* Excellent written and verbal communication skills, inter-personal skills and self-learning attitude.

**Skills & Strengths:**

* Strong planning, analyzing, organizing-excellent interpersonal, communication skill- ability to adapt to new fast-paced environment, solves the problem, Listening Skill, Confidence, Marketing Skills, Target-driven, Relationship building skills, Multitasking, Time Management Skills, IT and Social Media Skills, Problem solving skills, Team working Skills,

**Professional Experience:**

**US IT HR Recruiter January 2016 to August 2017**

**Atria Staffing**

* **Excellent recruiting experience, Source, screen, interview and select qualified applicants for various IT requirements**
* **Responsible for preparing review reports, recruitment reports, and submitting to the Management**
* **Review and understand technical job requirement requirements**
* **Review applicants to verify if position requirements are met**
* **Responsible for the full recruitment life cycle; including checking references, negotiating pay, issuing offer letters, performing background checks and completing paperwork for internal hiring.**
* **Fill IT/Software positions with various clients on contract, contract-to-hire and permanent requirements across USA.**
* **Responsible for W2, Corp-to-Corp (C2C), 1099 contract negotiations, completing the required documentation**
* **Responsible for database management of all the responses received through various job postings and references, tracking applicants, submissions, ensuring feedback to applicants and team members.**
* **Sourcing from Job Portals (Bullhorn, Dice, Tech Fetch, Monster & Indeed) & Networking (LinkedIn, Facebook) Internal and Personal references**
* **Source resume through job boards, employee referrals, and by reaching out to passive candidates from the internal database.**
* **Responsible for database management of all the responses received through various job postings and references, tracking applicants, submissions, ensuring feedback to applicants and team members.**

**Limra bags December 2014 to December 2015**

**Business Coordinator / HR Executive**

* **Went to China with Managing director of Limra Bags to attend canton fair china.**

**China Import and Export Fair, also known as the Canton Fair, is held biannually in Guangzhou every spring and autumn, with a history of 55 years since 1957. The Fair is a comprehensive one with the longest history, the highest level, the largest scale, the most complete exhibit variety, the broadest distribution of overseas buyers and the greatest business turnover in China. Prepare all budget documents and execute all process project initiatives.**

* **Administer and reconcile all processes and manage invoices and journal vouchers.**
* **Manage all account receivables and maintain records of all accounts and prepare reports.**
* **Prepare financial reports and analyze competition business and variances in expenditure and revenue.**
* **Analyze all process charges and billing system and develop cost studies for same.**
* **Manage and arrange for all employee travels and processes required reimbursements.**
* **Maintain all business correspondence and proofread all materials for accuracy.**
* **Develop and maintain knowledge on all office technologies.**
* **Coordinates travel options.**
* **Confirm meeting attendees with prospect executive assistant.**
* **Maintain, manage and drive the company’s new business mailing lists and quarterly mailings program.**
* **Updates all online new business directories.**

**VDart Inc December 2011 to October 2014**

**US IT Recruiter**

VDart’s core competency is excellence in IT staffing— providing the right functional and technical resources for your projects, when and how you need them. VDart has built a reputation with Clients, its IT Executives and manager for delivering resources both qualified and suitable for the job. Our recruiting methodology and proprietary systems enable us to match skills, experience and aptitudes while ensuring a cultural fit. VDart delivers talent across the entire spectrum of staffing and project requirements.

* Very good recruiting experience, Source, screen, Posting and select qualified applicants for various IT requirements
* The main role is to source the candidates resume from the Job Boards like 'Dice', ’Corp 2 Corp’ (Tech Fetch) Monster, Career Builder, Indeed, ’Linkedin’ and free websites like Resume bucket, Ladder’s etc.
* As a Member of the technical recruiting staff, was responsible for the sourcing, screening and qualifying IT professionals
* The requirement is provided to the recruiters and according to the requirement the resumes are searched from the Job Boards.
* Then the candidates are recruited over phone/Skype and then their resumes are submitted to the Client with all the details.
* Interview, evaluate and reference all candidates to determine their skill levels and their suitability for employment and/or placement.
* Responsible for full-cycle recruiting: interview, offer, negotiation and closed candidates for assigned requisitions. Sourcing from Job Portals, References, Networking, Database, Google, LinkedIn etc. Making job postings on the Job Portal
* Hiring US citizens, Green card holders, H1Bs, EAD and TN visa holders
* Recruiting consultants on C2C, 1099, W2 basis for Contract, Contract-to-Hire, and Full time positions.
* Organizing the candidate’s interview on the scheduled time and place
* Organizing the telephonic, Skype interview for Candidate with Client.
* Follow-up with the candidates till the time of joining.

**Computer Skill:**

**Operating Systems:** Windows 98, Windows 2000/XP, Windows Vista, Windows 7

**Technical Skill:** MS Outlook, MS Office, word processing, spreadsheets, databases,

Internet, email, Power Point, Hardware.

Experienced in maintaining fault records in Operations Support

Systems

Office automation tools (MS Office etc) for proofreading, editing and formatting.

**Education:**

**Academic credentials: Completed BA English & PG-DCA.**

**Certifications: DCA (Diploma in Computer Application) & HR Practice.**

**Details:**

Full name: Baksh

Father’s Name: Ehsanullah

Age: 26

Marital status: Single

Education: BA English (Bachelor’s Degree in English) - TNOU

PGDCA (Post graduate in Diploma in computer education) - Alagappa University

Languages known: English, Tamil, Hindi, Urdu, Basic Arabic, Basic Malayalam

Total years of experience: 05 Years

Availability: Immediately