

Name: Kashyap Dave

Summary

Responsible for full cycle recruitment of technical professionals, staff augmentation and employment services within the Information Technology industry. Clients included City of Philadelphia, Philadelphia Gas Works, Computer Aid, c squared systems LLC, and many more. Projects were for key positions in software developers, network IT Support, engineering, project management, finance director and applications development. Worked closely with Account Managers and client management.

- Performed all activities related to sourcing, screening, interviewing, reference-checking, pre-employment validation and presenting offers.
- Completed national hiring of 50 plus individuals in a four-month time frame.
- Successfully recruited and hired at all personnel levels for several key projects with national clients.
- Established rapport with managers and directors; defined best practices and procedures.

Total Experience 7 + Years' experience and 6+ Years' experience in recruiting field

Tri-force Consulting Services Inc. as US IT Recruiting Manager (Working period – April 2015 to currently working)

Participated in full recruiting lifecycle to include; sourcing, pre-qualification, interview, technical evaluation, rate negotiations, interview coordination and coaching and support once on client site.

- Managed a very comprehensive full-cycle recruiting process for all areas of Information Technology various locations
- Adapted to rapidly changing priorities and managed multiple requirements simultaneously.
- Acted as liaison between consultants, account managers and hiring managers.
- Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline.
- Assigned the tasks of utilizing on-line database, candidate referrals, internet and networking to identify potential candidates.
- Prioritized daily recruiting requirements and responsibilities.
- Assigned the tasks of negotiating offers with candidates to meet target gross margins of the organization.
- Established business contacts in target markets through telemarketing, direct mail campaigns, trade show participation, and vendor relationships.
- Responsible for recruiting and maintaining good relationship with existing candidates of the organization.
- Performed recruitment tasks by applying the policies, rules and procedures of the organization.
- Responsible for market research and analysis.

Black pearl outsourcing as Technical Recruiter (Working period – June 2014 to April 2015)

- Responsible for placing qualified individuals to fulfill client needs.
- Analyze job orders to fully understanding client's specific needs and requirements; update job descriptions to meet client's explicit requirements.
- Identify and source top candidates through resume analysis.
- Build and maintain relationships between clients and candidates to ensure successful partnerships.
- Conduct searches to find qualified individuals via websites including Monster, LinkedIn, Indeed, JobDiva etc.

Miracas Lifestyle Pvt Ltd. Pune as Relationship Manager (Working period July 2013 – June 2014)

- Miracas.com is the online e-commerce portal, they portal selling different types of Men, Women western clothes.
- Liaising and building relationships with a range of Customers and Courier Company.
- Maintaining and updating mailing databases
- Solve query and problem of customers.
- Customer profiling
- Generate Tracking id and track on item
- Handling return department
- Upload new arrivals item in catalog and various e-commerce site
- Online Promotion activity i.e. email promotion

SUMMER INTERNSHIP PROJECT MTS India. Pune 2 Months

Selling and promoting of MTS product: A study on the consumer buying behavior of products and services offered by MTS

Extra-Curricular Activities:

- Did a Robotics Work shop conducted by IIT, Delhi.
- Participated in many competitions like Technical Quiz, Games.

Educational Profile

- **PGDM(MBA)** in Systems Management from **MIT School of Telecom Management (MITSOT)** Pune, Maharashtra with **79%**
- B.E (Electronics & Communication) from Gf's Godavari College of Engineering, Jalgaon with 65.66%
- HSC from V.R Vidhyalaya, Palanpur with 63.66%
- SSC from Shree Sarvoday School, Deesa with 65.63%

Recruiting Tools:

LinkedIn Recruiter, Monster Talent CRM, Hiretual, Zoho Recruiter, Dice, CareerBuilder, ApplicantPRO, PCRecruiter and many more..

Recruiting Skills:

- Talent Assessment & Acquisition
- Candidate Sourcing & Screening
- Advanced Boolean Searches
- Exempt & Non-Exempt Staffing
- Executive Recruiting
- High-Volume Staffing
- Offer Negotiations
- Placement & Onboarding
- Zoho Recruiting Software
- Social Media Recruiting Tools
- Employment Law & HR Affairs
- Client Relationship Management

Strengths

- Dedicated
- Co-operative
- Smart Worker
- Good Team Leader

Personal Information

Date of Birth - 10th Feb 1989

Gender - Male

Language - English, Hindi, and Gujarati

Hobbies - Computer games, Video gaming, Social networking, Keeping pets, Creating Website, Internet browsing, Blogging, Cooking

Permanent Address - A-303, Pawan Residency, Bhadaj, Near Science City circle, Ahmadabad (Gujarat)

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place :

Date:

Signature