RESUME

Pratik Rupani

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Professional Summary

Seeking employment in a professional environment where I can diversify and improve upon the skillsgained during experience. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Artha solutions Feb 2023 – Dec 2024 – (Senior US It Recruiter)

* **Involved in Full Cycle Technical Recruitment involving Sourcing, Identifying, Interviewing,**
* **Screening, and placing candidates in quick turnaround time in contract, and contract- to-hirejob**
* **requirements.**
* **Extensive experience working on Job portals like CareerBuilder, Dice.com**
* **Strong experience Connecting with IT professionals and sourcing resumes on Social Networking**
* **websites like LinkedIn.**
* **Sound knowledge of different tax structures of US (W2, Corp-Corp, Corp- Hire,1099)**
* **Worked on job positions in various IT skills and all Levels (Junior, Midlevel, and Senior).**
* **Worked on technology skills that are hot in the market including but not limited to: Bigdata**
* **Hadoop,**
* **DevOps, Frontend/React/Angular Developers, Cloud Engineers/Architects, ERP, Java**
* **Full stack, QA Automation testers, etc.**
* **Good exposure with Negotiating rates with candidates and employers.**
* **Strong interpersonal and communication skills, strong attitude towards teamwork.**

Cygnus professional’s (Sep 2022 –jan 2023) - Senior US It Recruiter

Responsibilities:

* **Understanding the client's requirement.**
* **Working on full Life Cycle of Recruiting (screening resumes, interviewing, technical queries & interviews, closing of candidates and responsibilities till joining of candidates.)**
* **Submitting the resumes to vendors with proper information (Full Name, Contact number, Email Id, Rate, Available, &Employer Details) about the consultant.**
* **Understanding and experience on end 2 end US IT recruitment.**
* **Sourced using Job boards Dice, LinkedIn and ATS.**
* **Experience with ATS / Application Tracking System.**
* **Understanding of US staffing hiring process (for Contract & full-time positions).**
* **Working on United States Tax-terms (Like W2 and corp2corp).**
* **Sourcing suitable candidates using sources like Job Portals, Internal data base Referencing & Network.**
* **Expert level knowledge and working experience in Internet recruitment sites like DICE, LinkedIn and MONSTER.**
* **Attended the weekly meetings with the account managers for improving the standard and quality of the resumes submitted.**
* **Worked closely with the Team Lead and the Managers for the better growth of the company.**
* **Scheduling Interviews for the short-listed candidates.**
* **Follow up with the clients and procure candidates feedback and follow up with the Candidates till the date of joining**

Dunia Finance Feb 2015 – march 2017 (Credit Risk consultant) – U.A.E

* **Coordinate between Risk Management and the Business Units on the resolutions of exception/exposure items and prepare responses on senior management inquiries**
* **Detail financial analysis and prepare credit assessments of domestic and foreign Customer and trading counterparties**
* **Maintaining the Credit files and all supporting credit documentation, legal and trading agreement, risk ratings and trading limits are captured appropriately in all creditsystems**
* **Analyze business processes, procedures, and information requirements to resolve problems and improve the efficiency of the process.**
* **Conduct research to assess probability and severity ofrisk**
* **Conduct statistical analysis**

Deloitte 2012-13 (Consultant) - Hyderabad

* **Preparing tax invoices.**
* **Worked on Billing on a monthly basis**
* **Segregation of Billable and non-billable transactions.**
* **Reporting to the management**
* **Document verification of W-2, filing of extensions for the Assignee**

***Franklin Templeton investments 2011 – 2012 (Analyst) – Hyderabad***

* **Handled high-end financial; legal transactions like Electronic- Contributions, Purchases, Redemptions, Exchanges and Beneficiary.**
* **Calculation of Sales Charges and Breakpoints for the end shareholders by**
* **Transferring assets and Retirement assets of SH whose assets are lying under other custodians to be transferred to Stamp pot Custodian accounts**

EDUCATIONAL QUALIFICATION

* **Post Graduate Diploma in financial risk at IIRM (2013-14)**
* **Bachelor of Commerce (Honors) from Osmania University Aurora Degree College, Hyderabad (2008-11).**