**Simran Sehgal**

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**Moti Nagar (West) New Delhi**

**Professional Summary**

* Strong accomplished 3.5+ years of experience in direct technical. Engineering and Healthcare recruiting.
* Deep knowledge in all full lifecycle recruiting, sourcing, qualifying, networking, assessing, salary trends, relationship management, and due diligence.
* Strong knowledge of technical job market, web-based and Internet recruiting techniques, and employment policies and procedures.
* Excellent project management, writing, and oral communication skills.
* Ability to interface and maintain effective working relationships with individuals at all levels.
* Ability to handle sensitive and confidential information appropriately.
* Ability to handle multiple tasks in a fast-paced HR environment.

**Positions Recruited:**

* Cloud Architects, Data Scientists, Web Developers, Webmasters, Object-Oriented Developers,
* Client-Server Developers, Project Managers, Database Administrators, (RDMS), .NET Developers, Java Developers, Software Engineers, Data Warehouse Analysts, Data modelers, Data Analysts, Analysts, Developers, Systems Administrators, Applications Programmers, Delivery Heads, Operations
* Managers, SAP ABAP consultants with ETL, SAP-ABAP developers, ERP Consultant, Peoplesoft Consultant - Technical, Cognos Consultant, SAP BW Functional, SAP BW Technical Consultant
* Engineering Positions like electrical designer/engineer, environmental engineer, health and safety specialist, HVAC engineer, and many more.
* Healthcare positions like Pharmacist, Biomedical Technician, Director of Radiology, NICU RN, etc.

**Job-Related Skills:**

* Job boards: Linkedin, Monster, Dice, Career Builder
* Computer skills: MS Excel, MS Word, Outlook, MS PowerPoint, Spreadsheets, Google Docs

**Professional Experience**

**Long Finch Technologies November’24 to Present Noida Sec-144(Onsite) Sr. US IT Recruiter**

* Source top IT talent through diverse channels, including job boards, social media platforms, professional networking, referrals, and LinkedIn projects, to build a robust pipeline of qualified candidates.
* Conduct thorough initial screenings to evaluate candidates' technical skills, experience, and cultural fit, ensuring alignment with specific client requirements.
* Partner with clients to deeply understand their hiring needs, job descriptions, and ideal candidate profiles, delivering tailored recruitment solutions.
* Present thoroughly vetted candidates to clients, emphasizing their qualifications, experience, and potential fit for the role.
* Schedule and manage interviews between clients and candidates, providing guidance, feedback, and support throughout the hiring process.
* Facilitate smooth negotiations on job offers, including salary, benefits, and start dates, balancing the expectations of both clients and candidates.
* Maintain an up-to-date database of qualified IT professionals for current and future opportunities while staying informed on emerging recruitment trends and market demands.
* Leverage Applicant Tracking Systems like Job Diva to manage and streamline the recruitment process efficiently.
* industry-leading job boards (Dice, Monster, CareerBuilder) and social networking tools to identify and engage top talent.
* all aspects of the recruitment lifecycle, including requirement gathering, sourcing, resume evaluation, interviewing, and extending offers.
* Serve as the primary point of contact for consultants, maintaining regular communication to ensure a positive experience.
* Possess extensive experience in working with W2 candidates, ensuring compliance and quality in every placement.
* Ensure timely submission of qualified candidates for all assigned roles, meeting or exceeding client expectations.

**Iplace India (Pinnacle Group) July’21 to July 2023 Remote Sr. Recruiter**

* Working as an International Recruiter, I conduct in-depth technical interviews for positions from startups to Fortune 500 corporations
* Full lifecycle recruiting experience - understanding the job order, sourcing and qualifying the right candidates, handling negotiations, and closing deals.
* Compose candidate skill summaries and perform due diligence steps including reference checks before submitting candidates to account managers.
* Work on technical job orders and conduct sourcing and requirement-specific technical screenings.
* Search and short-list candidates from job boards, and search engines using different search techniques such as Boolean strings.
* Active Search: Resume search of active candidates from job boards such as Monster, CareerBuilder, Dice, JobServe, and iHire.
* Passive Search: Search for candidates on free job boards, and social networking sites, using advanced AIRS techniques to identify candidates through search engines, resume aggregators, business directories, groups, and blogs.
* Thorough knowledge of the recruiting process for different employment types.
* Experienced with various Applicant Tracking Systems (ATS) such as Bullhorn, CATS, Taleo, Target Recruit, Jobvite, and others.
* Hands-on experience with Vendor Management Systems (VMS portals) like Fieldglass, Beeline, IQ Navigator, and others.
* Prepare submittal documents for each shortlisted candidate and schedule interviews.
* Communicate with candidates throughout the hiring process.
* Maintain daily and weekly client reports.
* Provides quality service to candidates by earning their respect, acting with the greatest amount of professionalism, and expressing the highest sense of urgency
* Sources resumes of qualified candidates for specific job orders, using job boards, applicant tracking systems, company websites, etc.
* Conducts phone interviews to pre-screen candidates, verifying their qualifications, availability, and compensation requirements; documents these interviews
* Sets up interviews between candidates and hiring managers
* Is involved in recruiting passive candidates, through phone calls, emails, and general relationship-building
* Makes recommendations on additional candidate pools and recruiting techniques, after evaluating market conditions
* Fosters long-term relationships with candidates, clients, and stakeholders, and the MSP team, and maintains ongoing relationships by providing solutions for all questions and problems
* Research new technologies

**Transcend Staffing Solutions, Jan’20 – June’21 Noida Sec-62 Sr. Recruiter**

**Client: BCBS, Cigna Healthcare, Larsen and Turbo & Genpact for fulltime & W2**

* Responsible for conducting end-to-end recruitment process from sourcing to applicant closure
* Used Boolean searches to identify elite technical engineering talent by target companies, groups, and tech stack.
* Approached, intrigued, engaged, and closed passive talent using compelling narratives, uncovering unmet needs/goals/aspirations, rapport building, and excellent salesmanship.
* Screened qualified applicants for computer science fundamentals, domain experience, relevant production experience, tech stack (languages/libraries/tools/etc.), as well as communication skills, and cultural fit.
* Successfully identified and recruited software engineers with different specialties including UI, business logic/application tier, full-stack, platform (distributed systems/web services/REST APIs), infrastructure, and SDET/QA engineers.
* Created job descriptions and posted them on the applicant tracking system (ATS) like Smart Search, indeed, Monster, and other posting tools. Used Vendor Management Systems (VMS) like Fieldglass, Beeline
* Performed intake calls to understand client needs and performed searches on behalf of clients using the Vertical Move database, LinkedIn, job postings, and working with existing and past candidates to generate referrals.
* Managed several critical client accounts simultaneously educating Engineering Managers and Directors on best practices to improve hiring efficiency.

**Education**

* BBA from Beri Institute of training technology and research, GGSIPU