VIVEK KUMAR

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**Objective**

Looking for building a career in an organization that fosters professional growth through my contribution to its future.

**SUMMARY**

Experienced Sr.US IT Recruiter with around 2 year track record in the full spectrum of Recruitment processes and HR.

Complete knowledge of Full Life-Cycle recruiting including screening and interviewing. Skilled in handling the Clients in an excellent way and keeping them happy by providing the best of best service.

Experience in handling full-life cycle of recruitment process - Sourcing, Screening and Submitting qualified resumes. Strong working experience on ATS like Ceipal.

Good Knowledge in US visa terms (H1B/GC/Citizens/H4-EAD/OPT-EAD/CPT-EAD) Good Knowledge in US Tax terms (W2, 1099, C2C).

Worked for direct healthcare clients like CIGNA Healthcare and Massachusetts Medical Society.

Strong experience in using Job Boards like Monster, Dice, Monster, Techfetch and Social Networking sites like LinkedIn.

**CAREER PATH**

**SR.US IT RECRUITER 04/2023 to 03/2024**

**Averon Services &Software Sol. (In collaboration with Concept services and software, Pune)**

* Responsible for handling IT requirements from US based clients.
* Full Life Cycle recruiting professional with in-depth knowledge of recruiting and sourcing strategies, contracting methods: W2, 1099 and Corp to Corp etc.
* Strong knowledge about the VISA Terms i.e. GC, USC, H1B, TN VISA, OPT, etc.
* Demonstrating excellent client relationship and management skills.
* Proven experience handling diverse position including Java Developer, Frontend Developer, Full-Stack Developer, AWS engineer, QA/Testing, and salesforce. All roles on the position level of Junior, Senior and architect.
* Worked with many direct clients (Cigna Healthcare, Emburse, JPMC); implementation partners (Accenture, Genpact, Birlasoft and Capgemini) and prime vendor.
* Highly involved in contact and full-time recruitment for the client.
* Coordinating and interacting with the client and end-client’s Hiring Managers and Business Development Managers on a daily basis.
* Responsible for conducting in depth technical screening of candidates before submitting to client.
* Leverage expertise in matching candidates to open positions across the client organization.
* Forecast quarterly and annual hiring needs by department.
* Experience working on ATS like Ceipal.
* Worked with dice, monster, Xray search and LinkedIn recruiter for finding the potential candidates.

**SR.US IT RECRUITER 04/2022 to 03/2023**

**Unique System Skills India Pvt. Ltd, Pune**

* Responsible for handling IT requirements from US based clients.
* Review and understand technical job requirements.
* Full Life Cycle recruiting professional with in-depth knowledge of recruiting and sourcing strategies, contracting methods: W2, 1099 and Corp to Corp etc.
* Knowledge about the VISA Terms i.e. GC, USC, H1B, TN VISA, OPT, etc
* Demonstrating excellent client relationship and management skills.
* Worked with many direct clients (Symbiotic, C&S, LA Metro, State of PA, MMS); implementation partners (Capgemini, Birlasoft, Persistent Systems, Opus, Trigent) and prime vendors.
* Manage positions like Java Developer, Frontend Developer, Full-Stack Developer, Informatica Developer, QA/Testing, etc.
* Highly involved in contact and full-time recruitment for the client.
* Coordinating and interacting with the client and end-client’s Hiring Managers and Business Development Managers on a daily basis.
* Has managed Persistent account handling for the company.
* Leverage expertise in matching candidates to open positions across the client organization
* Forecast quarterly and annual hiring needs by department
* Foster long-term relationships with past applicants and potential candidates
* Worked with dice, monster, techfetch, Xray search and LinkedIn recruiter for finding the potential candidates.

**SKILLS**

* Target Driven
* Networking
* Negotiations
* Microsoft Excel and Word
* Full cycle recruiting Leadership
* Problem Solver

**EDUCATION**

* Master’s in Business Administration in Business Analytics, 2025

Sinhgad Institute of Management & Computer Application, Pune

* Balaji College of Arts, Commerce and Science, Pune BBA, Marketing, 2021

Rank holder (87%)

* Ambika Rai School, Vaishali Bihar 12th, Science, 2018

2nd Class (51%)

* ST. Xavier Jr/Sr School, Muzaffarpur, BR Certificate of Higher Education, 2015

First Class with distinction (95%)

**CERTIFICATIONS**

* Business Analysis Professional, trained at the Centre of Excellence for Professional Development (COEPD).
* Certified Business Analysis Professional through Udemy.
* Microsoft AI classroom series
* Google digital unlocked- Fundamentals of digital marketing
* Marketing Strategy- Communicating your message
* MLM, Direct Sales and Networking Marketing Global Success.
* Start-up Business Model

**PESONAL DETAILS:**

* Date of Birth: 22-12-1998
* Marital Status: Single
* Nationality: Indian
* Language Proficiency: English and Hindi
* Strengths: Positive attitude, Quick learner and Good Team Player
* Hobbies: Traveling, Listening to Music, Reading