**Akshat shah**

**Contact Details:8849710850**

**Email ID: akshatcshah007@gmail.com**

**Professional Summary**

Experienced Sr. IT Recruiter as well Sales coordinator with a demonstrated history of working in the outsourcing/offshoring industry of US as well as India. Skilled in Technical Recruiting, Management, Teamwork, Leadership, and Contract Recruitment. Strong administrative professional graduated in Business Management experienced as a Sr. IT recruiter, Bench sales recruiter, CSR executive and Event manager/ Celebrity manager.

**Professional Experience**

**Mitaja Corporation Nov 2019 to Present**

**Recruitment specialist**

**Responsibilities**

**Bench Sales recruiter/Sales Coordinator**

* Involved in Full Life Cycle in Recruitment and Sales as my Responsibilities are Sourcing, Identifying, Interviewing, Screening, Formatting and placing personnel in quick turnaround time in contract, contract-to-hire and permanent positions in the Information Technology industry throughout the United States.
* Extensive worked on different sites such as dice.com, monster.com, indeed.com, CareerBuilder, glassdoor.com, corp2corp.com.
* Evaluated candidate's strengths and compared with client's needs and coordinating with consultants & vendors on day to day basis in finding the right projects.
* Coordination of interview between Prime Vendor and candidate. Strong knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
* Performed technical interviews, and co-coordinating online skills tests, scheduling phone interviews with the Client, generating the place order and managing the internal database for consultants or candidates.
* Have excellent Technical, inter-personal, communication and convincing skills.
* Having full-fledged bench of candidates such as sharepoint Developer/Admin, MSBI Developer, Business Analyst, QA Engineers, SAS Developer, SAS Visual Analytics, SAS Developer Analyst, Data Scientist, Data Analyst, Credit Risk Modeller, R Developer, Python Developer, Big Data engineer, Market Analyst, SAS Admin skilled candidates on our bench.

**IT Recruiter**

* Candidate sourcing, screening and negotiating and Interview follow-ups and heavily interacting

with partners and group leaders on overall hiring plans

* Managing the full life cycle recruiting process from qualifying requirements, to service delivery
* Monitored placements to ensure quality performance and client satisfaction
* Maintain coordination with the employer and the consultant till the final interview round
* Updating and submitting daily status reports to Manager
* Well versed in US payment terms like W2, 1099 and Corp to Corp
* Worked on all kind of positions like: Systems Engineer, Oracle eBS Application Developer,

Java/J2EE Developer, .Net/Vb Developer, Financial Analyst, Mortgage loan Officer, Assistant

Manager, Relationship Manager, Accounting/Finance Analyst, Business Analyst, Project

Manager, Program Manager, Network Engineers, Systems Engineers, Business Intelligence etc.

* Submitting best talent profile to the Sales Manager and coordinating with him time to time for

providing the update on applications and interact with consultants and posted them with on

further developments related to the positions on which we submitted their profile

**Tech Mahindra Jan 2019 to March 2019**

**BDM/CSR**

**Responsibilities:**

* Manage large amounts of incoming calls
* Generate sales leads
* Identify and assess customers’ needs to achieve satisfaction
* Build sustainable relationships and trust with customer accounts through open and interactive communication
* Provide accurate, valid and complete information by using the right methods/tools
* Meet personal/customer service team sales targets and call handling quotas
* Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution
* Keep records of customer interactions, process customer accounts and file documents
* Follow communication procedures, guidelines and policies
* Take the extra mile to engage customers

**ProKreation Events Pvt Ltd. Dec 2017 to Nov 2018**

**Event Manager/ Celebrity Manager.**

**Responsibilities**

* Brainstorming and implementing event plans and concepts.
* Handling budgeting and invoicing.
* Liaising and negotiating with vendors.
* Negotiating sponsorship deals.
* Handling logistics.
* Updating senior management.
* Managing branding and communication.
* Developing event feedback surveys.
* Obtaining permits.
* Handling post-event reports.

**Education Details**

B.B.A in CPIBA, Ahmedabad.