

## **Professional Summary**

Highly skilled and results-driven US IT Recruiter with 10+ years of experience in IT and Non-IT recruitment, specializing in Contract, C2H and Permanent roles. Adept at sourcing, screening top IT talent, negotiating salaries, and building strong relationships with candidates, clients, and vendors. Proficient in leveraging multiple sourcing channels, including LinkedIn, Dice, Monster, Indeed, and ATS to identify high-quality candidates. Demonstrated expertise in VMS platforms like Beeline and Fieldglass. Strong understanding of US work authorizations, including OPT, CPT, H-1B, GC, and USC. Excellent communication skills and a proactive go-getter attitude.

## **Key Highlights**

- Proven track record of placing high-quality IT candidates in C2C, W2 and 1099 roles.
  - Expert in resume screening, candidate evaluation, and technical recruiting.
  - Strong experience in negotiating contracts and ensuring compliance with US work authorization laws.
  - A go-getter with excellent communication skills and the ability to work independently.
  - High proficiency in leveraging ATS, VMS and job portals to streamline the hiring process.
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## **Core Skills & Competencies**

- End-to-End IT Recruitment (Sourcing, Screening, Negotiation, Placement)
- C2C, W2, 1099, C2H Hiring Expertise
- Strong Resume Filtering & Matching to Job Descriptions
- Technical Screening & Candidate Evaluation
- Proficiency in Ceipal, Job Diva, Dice, LinkedIn, Monster, CareerBuilder.
- VMS Experience (Fieldglass, Beeline)
- Social Media Recruitment & Job Posting (LinkedIn, Twitter, Job Jet)
- Candidate Engagement & Vendor Management
- US Work Authorization Knowledge (OPT, CPT, H-1B, GC, USC, EADs, TN, E3)
- Interview Preparation & Clients submission.
- Excellent Communication & Negotiation Skills.

## **Professional Experience**

### **Lead/Senior IT Recruiter**

#### **Quanted Technologies**

**Mar 2023 - Present**

- Managed end-to-end recruitment for contract and contract-to-hire roles with direct clients and implementation partners.
- Expertly sourced and screened IT candidates from multiple job boards and social networking platforms.
- Posted job requirements across different platforms to attract top IT talent.
- Conducted initial screening, resume shortlisting, and rate negotiation with candidates and vendors.
- Submitted resumes via VMS platforms like Fieldglass and Beeline.
- Coordinated client interviews, collected feedback, and ensured candidate placement.
- Built strong vendor networks to enhance hiring efficiency.

- Managed and maintained ATS systems with updated candidate and client data.

## **IT Recruiter/Bench Sales**

**Feb 2021 - Aug 2021**

### **Fredancer for Mindedge Solution**

- Independently sourced, screened, and submitted candidates for multiple US clients.
- Consulted and built strong relationships with hiring managers and candidates.
- Created job postings, screened resumes, and facilitated interviews.
- Negotiated vendor and candidate rates to optimize placement margins.
- Assisted in background checks and documentation post-offer.

## **Senior US IT Recruiter**

**Jan 2018 – Jan 2021**

### **DVI Technologies**

- Worked as an independent recruiter for direct clients such as Bank of New York (BNY Mellon), Inovalon (Creehan & Co), and Air Products.
- Conducted active sourcing and job postings on Dice, Monster, CareerBuilder, and Ladders for Corp-to-Corp and W2 requirements.
- Engaged in passive sourcing using both paid and non-paid LinkedIn accounts.
- Managed end-to-end recruitment for direct client and implementation partner roles, including contract, contract-to-hire, and full-time positions.
- Negotiated salaries and contract terms with candidates and vendors.
- Assisted in bench sales marketing for consultants using social media, vendor lists, and professional networks.
- Tracked job submissions, scheduled interviews, and followed up on client feedback.

## **Lead US IT Recruiter & Bench Sales**

**Jan 2016 – June 2017**

### **Mind-Edge Solutions Inc**

- Managed **full-cycle recruitment**, sourcing and placing talent for **clients like Infosys, Capgemini, and Persistent Systems**.
- Led a team of **six junior recruiters**, mentoring them in Boolean searches, resume formatting, and submission strategies.
- Ensured daily and weekly **submission targets were met**, maintaining high placement success rates.
- Conducted **salary negotiations, technical screenings, and candidate follow-ups**.
- Maintained **detailed reports** on recruitment activities and candidate pipelines.
- Conducted technical interviews, resume formatting, and pay rate/contract negotiations before making offers to selected candidates.
- Maintained a comprehensive recruitment database, both manually and within ATS systems.
- Marketed H1B/Bench Consultants by posting and submitting resumes on various job boards and vendor databases.
- Suggested and prepared necessary resume modifications to align candidates with job requirements.

- Collaborated with the legal team to address NDA/MSA issues with vendors and implementation partners

## **Education**

Bachelor of Arts | Mumbai Hindi University | 2011

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## **Tools & Platforms Expertise**

**ATS Systems:** Ceipal, Job Diva, Cbiz

**VMS Platforms:** Beeline, Fieldglass

**Job Boards:** Dice, Monster, CareerBuilder, LinkedIn, ZipRecruiter

**Social Media:** LinkedIn Recruiter, Twitter, Job Jet

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Availability: Immediate

Preferred Work Location: Remote