

Aditya Sharma

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🏠 Noida

PROFESSIONAL ABRIDGEMENT

“Self-motivated and hardworking seeking for an opportunity to work in a challenging environment to prove my skills and utilize my knowledge in the growth of the organization; immense ability to manage teams with participative nature.

EDUCATION

10th | M.R.H.C. HS School, Jhansi, 2014.

12th | S. V. M. Inter College, Jhansi, 2016.

B.Tech | P.E.C Kanpur (Affiliated to AKTU), 2020.

EXPERIENCE

Sr. IT Staffing Specialist | Tekintegral INC
June 2024 - Present

Responsibilities:

- Scheduling In-person interview (Interview Invite / Call Letter / Calendar Invite) for shortlisted candidates by with Client
- Prepare candidate for Interviews and giving them a reminder.
- Coordinating with Business development managers and Account Managers to receive feedbacks from Technical Team.
- Discussion on joining dates and discussing notice period.
- Coordinating with HR Operations team for On-Boarding formalities.
- Provided weekly and quarterly submittal record using MS-Excel to clients and management regarding the performance statistics.
- Also keep the track record of resumes, so that if another client needs a candidate of same requirement, then check his availability with the position and submit.

Sr. Staffing Specialist | Zodiac Solutions INC
Sep 2022 - Oct 2023

Responsibilities:

- Understanding IT Job recommends/Requirement and searching resumes.
- Handling the full cycle of recruitment -- source, screen, validate, offer, and close resources for job requirements.
- Work extensively with Recruitment Tool Monster, Dice, CareerBuilder, Indeed, Database (Dice), Referrals, LinkedIn Search, LinkedIn Groups, Google Advanced Search & so on.
- Experience in international Recruiting/Staffing/Consulting Business across US and Canada.
- Discussing Hourly Pay or Wage Rate along with Shift timings with Candidates.
- Sending Rate confirmation/RTR emails and receiving acceptance email from candidates & employers.
- Coordinating the available time slots / calendar between Candidates/ Contractors/ Consultants with Technical Team for Technical Phone Interview / Skype / Face Time / Zoom / Blue Jeans / WebEx Interview.

Sr. Technical Recruiter/IT Recruiter | Laiba Technology LLC
May 2021 To Aug 2022

Responsibilities:

- Responsible for full life-cycle recruiting which includes the identification, sourcing, recruiting, interviewing and hiring of IT Professionals.
- Technically screening the candidates identifying appropriate technical skillsets and short-listing the probable candidate for various skillsets at different levels of expertise.
- Handling Text recruitment
- Proficient in ensuring that business goals are met throughout the recruiting process.
- Well organized, strong work ethics and willingness to work hard to achieve objectives.
- Worked on W2, Corp to Corp, 1099 (Independent Contractor) and Contract to Hire requirements.
- Rate/Salary negotiation before short listing the candidates and placing candidates on W2, C2C and 1099 basis

Data Analyst | Innolabz Ventures Pvt. Ltd.
Oct 2020– April 2021

Responsibilities:

- Extract data in different file formats such as Excel, text etc.

- Deal with data cleaning and data analysis with the help of excel and SQL.
- Bring the manipulated data in the power BI to visualize it.

SKILLS

Technical Skills:

Web Technologies: HTML, CSS, JavaScript.

Languages: C, C++, PHP.

Packages: MS Office 2007/2016/2019.

Tools & IDE: Eclipse, Notepad++, MS Excel - Advance Excel, Visualization Tool - Power BI.

Operating System: Windows XP, Windows 7, Windows 8, Windows 10.

MS Office Suite: Outlook, Excel, Word.

Google Apps: Google Docs, Google Drive, Google Spreadsheet.

Internet Browser: Internet Explorer, Google Chrome, Mozilla Firefox etc.

Other Skills:

Job Boards: Dice, Monster, Career Builder, Ceipal (ATS), Techfetch, Indeed, Vendors and forMass-mailing and LinkedIn.

Social Media: LinkedIn.

Domain: Banking Financial Services and Insurance (BFSI), Healthcare, Telecom, financial, Banking,Electrical and Information Technology (IT).

Tax Terms: W2, 1099 and C2C.

CERTIFICATION

- Internship from Synergy Software Ltd. Noida on Web Designing.
- Attended seminar on ASP.NET from CETPA InfoTech Pvt Ltd.
- Attended workshop of Robotics by TechieNest Pvt. Ltd.
- Training on Start and Improve Your Business from MSME-TDC AGRA.
- Training on Developing Advanced Application with MySQL and PHP.