

JITENDRA PRASAD  
CONTACT DETAILS – 7000592918  
E-Mail : jituganguli36@gmail.com

### Summary:

- Dynamic and result-oriented individual with around 4 year experience in US IT Recruiting Deep sourcing skills and experience sourcing passive candidates.
- Excellent candidate assessment skills.
- Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, salary negotiations, and closing.
- A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills.
- Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.
- Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously.
- Hands on working experience in Internet recruitment sites and portals like DICE and Monster and Techfetch.
- Keeping Track of Responses & Short listing Profiles.

### ACADEMIC DETAILS

Course	Institution	Board /University	Year of Completion	Aggregate (%)
B.Tech	ITM University, Raipur Chhattisgarh	ITM University Raipur	2020	(66.92%)
Diploma Engg.	SHRI SAI POLYTECHNIC AHIWARA BHILAI	CSVТУ	2016	(69.06%)
12th Board	MANOVİKAS HIGHER SECONDRY SCHOOL, RISALI DURG	CGBSE	2013	39 %
10th Board	BSP SR SEC SCHOOL NO. 2 SECTOR VI BHILAI DURG CG	CBSE	2010	4.8/10

## **EXPERIENCE:**

**Advanced Staffing  
Senior US IT Recruiter**

**September 2022 to March 2024**

## **ROLES&RESPONSIBILITIES:**

- Working on whole life cycle of recruitment, Submitting good quality resume to the client.
- Understanding the client's requirements, coordinating for short listing and screening including preliminary interview of the candidates.
- Working Experience with ATS (Applicant Tracking System) "OORWIN" with the all job boards Managing, Updating the resume, Modifying to the Client and Internal Submission.
- Have a knowledge about working with all time zones.
- Generally, work for entire Implementation Partner and End Clients.
- Hands on working experience and knowledge working with Non-IT and IT position for permanent, full-time, contract, and contract-to-hire opportunities.
- Mostly Hands-on Recruiting Exp H1B, GC and CITIZEN. Negotiating the rates on Contract, Contract to hire basis
- Pre-screened candidates with detailed phone screens evaluating candidates' compatibility with specific job requirements, ensuring a right fit, prior to submission to the client.
- Resume Editing, managing, modifying, justify Experience before submitting the Profile to the Client.

**YOCHANA IT SOLUTIONS  
Senior Resource Specialist**

**March 2022 to SEP 2022**

## **ROLES&RESPONSIBILITIES:**

- Actively drive diversity strategy, including engagement in regular and assertive outreach efforts aligned with our business strategy and affirmative action goals
- Majorly involved in sourcing profiles from databases, network, internal references, Head hunting and from web portals to shortlist the profiles with respect to the Education Qualification, Experience Level and Relevance Skill Set.
- Ensure timely, efficient and appropriate recruitment and retention of hourly, agency and salaried staff including job advertisements, candidate sourcing, interviewing, aptitude testing and selection to enable the company to attract and select the best candidates
- Ensure there is an effective internal communications process by assisting in the organizations communications team

**STAFF WORKS**  
**US IT Recruiter**

**January 2019 To January 2022**

**ROLES&RESPONSIBILITIES:**

- Understanding the client's needs for a specific job profile in terms of knowledge & skills required.
- Getting the resumes of consultants for the requirement in turnaround time.
- Screening consultants for the particular requirement.
- Finalizing the payment formalities with the Employers and consultants depending on visa status.
- Searches included Web based Job Sites/Portals like Dice Monster & Techfetch.
- Having good working Experience using LinkedIn And Google And various based Job Sites OR Job Portal Database tweet my jobs .
- Responsible for interviewing, screening and placing all level IT professionals contract and direct hire positions.
- Responsibility included resume preparation, Salary negotiations.
- Developed and maintained a network of contacts to help identify and source qualified candidates. Conferred with management and supervisors to identify personnel needs, job specifications, job duties, qualifications and skills. Coordinated communications between applicants, clients and managers.
- Maintaining a database of the consultants and employers for future requirements.
- Maintaining regular contacts with consultant and employer and expand contacts with new vendors and existing ones.
- Formatting the resume of the consultant in a professional way before submitting to client.
- Maintain weekly status lists of all activities, i.e., candidates interviewed, screened, and hired. Handled recruitment on various employment contracts W2/Corp-to-Corp

**PERSONAL INFORMATION**

Father's Name	:	Mr. RAJENDRA PRASAD
Mother's Name	:	Mrs. GEETA GANGULI
Date of Birth	:	1/11/1992
Marital Status	:	Married

**DECLARATION**

I hereby declare that the information mentioned above is correct and I bare responsibility for the correctness of the above particulars.

Date:\_\_\_/\_\_\_/\_\_\_

PLACE: Hyderabad

**JITENDRA PRASAD**