

RESUME

Shashank Sisodiya
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Objective:

Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the organization, based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization.

KEY SKILLS and Management:

Professional management skills:

- Meeting objectives
- Identifying problems
- Promoting solutions
- Motivating and developing staff
- Well-developed and effective communication skills.
- Thrive in deadline-driven Environments.
- Excellent Team-Building Skills.
- Problem solving skills.

Expertise Summary:

- To be an asset to the organization I Serve.
- Expertise in HRD/Administration, staffing & recruitment.

WORK EXPERIENCE:

Codebase Inc. – Sr. US IT Recruiter

I am currently working in this company since July 2021.

My Responsibilities include...

- Handling full cycle recruitment from sourcing, interview process management, candidate management, offer process through onboarding Particularly Leadership level.
- Building strong candidates' pipeline for strategic leadership positions as a part of proactive hiring initiatives.

- Screening, short listing and conducting preliminary interview prior to sending it to the client.
- Co-ordinate with the candidate for the availability for the interview & schedules.
- Follow up with the candidates, intimating the results & status of the interview to the Candidates.
- Post offer follow-up with the candidate to ensure timely joining.

ERPMARK Inc.- US IT Recruiter

I worked with this organization from 01.02.2018 to June 2021 as Sr. Recruitment executive. Work profile was involved with the following responsibilities.

- Sr. IT Recruiter for the Bank of America and New York life Account.
- Recruiting, interviewing, sourcing, pipelining and networking with technology professionals and client decision makers in the Dallas/Ft. Worth market, as well as, some national accounts located in Houston, Columbus, Wilmington and Tampa.
- Involved in Weekly job calls with hiring managers, daily Sprint calls with other Recruiters and account managers.
- Positions working on consist of the following: Scrum Master, Software Engineer, Java Developer, Python Developer, Mobile Developer, Business Analyst, Quality Assurance Engineer, Full Stack and Network Engineers.
- **Technologies:** Linked In, Linked In Recruiter, CareerBuilder, Indeed, Monster, Dice, Personal Pipeline, Bullhorn APS, SharePoint and Beeline.

INA Solution- US IT Recruiter

I worked with this organization from 01.07.2015 to 31.01.2018 as Sr. Recruitment executive. Work profile was involved with the following responsibilities.

- Recruiting, interviewing, sourcing, pipelining and networking with professionals in the Dallas/Ft. Worth market, as well as, national accounts.
- Utilizing several applications including Linked In Recruiter, CareerBuilder, Monster, Facebook, Dice, Indeed, Google Groups, Twitter, User Groups and FOX applicant tracking system.
- Also involved in client conference calls, client meetings, offsite client engagements, networking events, market research and weekly and monthly production meetings.
- Typical positions worked on include: Project Manager, Business Analyst, Business Systems Analyst, Network Engineer, Help Desk, Developer, Security Analyst, PMO, Infrastructure Architect, DBA and Technical Writer to name a few.

EDUCATION/QUALIFICATIONS:

- **MBA (HR) – passed in 1st division with 65% marks in 2017 from VIBRM, Muzaffarpur.**
- **Bachelor of Business Administration (BBA) from LNMCBM, Muzaffarpur passed in 1st division with 70% marks in 2015.**
- **Intermediate in Science from R.N. College, Hajipur passed in 1st division with 71% marks in 2012.**
- **Matriculation from St. John's Academy in 1st division with 7.4 CGPA in 2010.**

Strengths:

Good and quick learner, Work under stress, Confidence, determination, friendly attitude personality, attractive voice, talents, approach to excel in life, Self-motivated etc.

Interest:

Interact with people, Learning, accept challenges, Anchoring etc.

Employable skills:

- Ambitious
- Hard Working
- Flexible
- Excellent communication
- Good Team Member
- Interpersonal Skills

PERSONAL DETAILS:

Father's Name:	Mr. Indradeo Prasad Singh (Advocate)
Date of Birth:	15-02-1994
Gender:	Male
Nationality:	Indian
Marital Status:	Unmarried
Hobbies:	Reading, watching movies, Singing, Listening music etc.
Languages:	English, Hindi.

References:

Available on request.