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**Kaustubh Deshmukh**

**Summary:**

* Worked as a Technical recruiter and excel in delivering a lot of candidates for Engineering, Banking, BFSI, IT Services and Technology clients.
* Proficient in understanding various client requirements/Technologies.
* Worked hands-on with ATS like Bull Horn, Job Diva, Daxtra etc.
* Proficient in MS office applications.
* Flexibility in work style/timings as per the organization requirement.
* Positive attitude, teamwork, mentoring, and great communication skills.
* Willing to go the extra mile to help the organization to grow.
* Good with multitasking and with time management.
* Experience handling a team of up to 18 recruiters, Also training 9 junior recruiters about the process right from the scratch

**Education:**

Bachelor’s in business administration (Pursuing) Expect. 2025

D.Y. Patil University Pune

Diploma in Automobile Engineering 2014

Completed College

Vidya Niketan English Med. School 2010

Maharashtra Board

**Training and Certifications:**

Certification of CATIA Coursework from Mitcon foundation, Pune

**Professional Experience:**

**Pinnacle Group Aug 2023 - Present**

**Senior Technical Recruiter**

* Primarily supported a banking client, but also catered requirements from client in Investment banking/IT services/Telecommunications etc..
* Focused on sourcing candidates of IT requirements for the client.
* Utilized expertise on sourcing candidates from traditional job boards like Dice, Monster & as well worked hands-on with LinkedIn recruiter.
* Sourced and submitted candidates who were eligible to work on W2 only.
* Responsible for End-to-End recruitment process from calling, screening, presenting till onboarding.
* Attending client/spotlight-calls to better understand the reqs & took down Minutes of meeting and pass that along to the teams.
* Worked directly with sales managers to better understand the client’s expectations of resume and helped them to maintain the performance index of position coverage.

**Saicon Technologies Sep 2022 – Jul 2023**

**Lead Technical Recruiter**

* Hired as Lead technical recruiter to serve one of their implementation/IT Services clients.
* Started hands-on recruiting and training 9 recruiters on the entire recruiting process from requirement understanding to onboarding.
* Educated the team on tax terms like W2, C2C, 1099. Visas as to what are the kinds of visas we work with.
* Also, took a few sessions on phone & email etiquette.
* Daily responsibilities included but not limited to, req allocation, daily standups, producing resumes, assisting team members, attending client calls, scheduling interview, client interaction, etc.
* Post December 2022 got 5 more recruiters working from another branch of Saicon Technologies, was able to manage them virtually.
* Kept a complete track record of day-to-day activities, such as jobs worked on, number of submissions, interviews, etc.
* Client interaction included attending vendor meetings, weekly calls, scheduling/re-scheduling interviews for candidates, bit of a back-n-forth for following up on the submissions.
* Roles we catered were IT, Techno-functional, Functional, Manufacturing, Engineering.

**SGA Inc Feb 2022 – Sep 2022**

**Senior Technical Recruiter**

* Hired as a Senior technical recruiter to serve direct client requirements across the company.
* Utilized Job Diva for keeping track of requirements assigned, candidate submission also, sourcing candidates.
* Daily responsibilities were to work on the job assigned and also try to get some resumes out on the sales or direct jobs.
* Worked on mostly Financial, Banking, Insurance & Technology client which required us to source candidate able to work on W2 or Independent Corp basis. Target was to get out 8 resumes per week minimum.
* Apart from Job Diva, sourced candidates from traditional job boards like Dice, Monster & LinkedIn.
* Constantly coordinated with the Sales personnel to get a better understanding of the job and source the best candidate possible.
* Proactively locked and prepared a hot list of candidates suitable for several position like PM/BA/Developers, available immediately to be prepared for repetitive jobs opened by the client.

**Xoriant Mar 2021 – Feb 2022**

**Senior Technical Recruiter**

* Hired as a senior technical recruiter for one of the teams responsible to serve multiple direct/VMS client business across the company.
* Daily responsibilities were to source and submit best of the candidates from traditional job boards on IT/technical requirements assigned by team lead.
* Recruited both W2 and C2C candidates as and when needed.
* Also, prepped the candidate for their interview with the hiring managers.
* Attended client calls for better understanding of the requirement along with the leads, managers & director of sales.
* Assisted team lead and team manager on uploading team’s submission on client portal.
* Hands-On experience sourcing candidates from traditional job boards like Dice, Monster, LinkedIn Recruiter and submit the best out of them.
* Was given a shadow, a fresher to help him learn recruitment methods and source resumes.
* Kept a track record of the submittals and the interviews on internal ATS. Also, used the same for sending mass-emails.

**iPlace USA May 2019 – Feb 2021**

**Lead Recruiter**

* iPlace USA is third party service provider for the staffing firm.
* Started working as back-up for a new client that had recently started their business with iPlace.
* Within a month and a half, was able to get about 3-4 consultants placed for the end client

**Lead Recruiter**

* Was promoted to a team lead. Team size: 7 recruiters.
* Primary responsibility still was hands-on recruiting for live requirements provided by the client.
* Thorough knowledge of recruiting process from sourcing to recruiting for purely W2, for U.S. Citizens, Green card, and EAD holders.
* Hands-on experience with Applicant Tracking Systems (ATS) including FMP and CATS.
* Active Search: Resume search of active candidates from job boards such as Monster, CareerBuilder,  
  Dice, Daxtra and Hot Jobs.
* Search and short-list candidates from job boards, search engines using different search techniques  
  such as Boolean strings.
* Work closely and assist management for client related information
* Possess excellent verbal and written communication skills.  
  Ability to prepare concise and error free weekly reports.
* Responsibilities also included managing client and internal reports. Maintaining a track record for individuals asked by the company. Training new comers in team, make them understand the processes that need to be followed and how the client works.
* Conducting team briefing and understanding the req flow and health & understanding challenges. Coming up with solutions for the people struggling with submission numbers.
* Discussing the POA & making the team understand the importance of hitting the number week on week basis.
* Conducting Weekly briefing for the feedback received for every recruiter.
* Marking sure the client expectations from individual recruiter is meet, mentoring back-ups.

**SA Technologies, Pune Feb 2018 – May 2019**

**Technical Recruiter**

* Started working as a Recruiter exclusively for the VMS accounts.
* Few months down the line, was asked to work on both direct and VMS accounts.
* Mostly worked with State, Banking and federal services clients.
* Requirements we received were IT, Functional, Techno-Functional and Non-IT.
* Responsibilities included but not limited to closing candidates, setting up interviews according to the request received, prepping the candidates for the interview and helping them in on-boarding.
* Closing candidates for offers, negotiating pay-rate with vendors/candidates if required.

**ProKatchers, Vadodara Jun 2017 – Jan 2018**

**Technical Recruiter**

* Working on various requirements and submitting best candidates available.
* Understand technology, technical roles and technical skills.
* Pay Rates Negotiation with Employers and Vendors.
* Perform all staffing functions needed to fill our clients open job requirements.
* Showing or offering candidate resume to hiring managers to scrutinize.
* Scheduling Interviews for Consultants and guiding them at the time of interview by providing the information of the client.
* Follow up with candidates.
* Scheduled Interviews and helping candidates with on-boarding.

**ApTask, Pune Dec 2016 – Apr 2017**

**Recruiter**

* ApTask is a recruitment firm of which headquarter is based in Edison, NJ.
* Worked with direct clients on live requirements.
* Working on various requirements and submitting best candidates available.
* Understand technology, technical roles and technical skills.
* Using the Applicant Tracking System to search for qualified candidates.
* Sourcing and uncovering candidates through Dice, Monster, CareerBuilder and LinkedIn.
* Screen candidates for skills like Java – FullStack, Front End, Back End; Automation; QA technologies.
* Setting up schedules for interviews and coordinate with proceedings based on the recruitment life cycle.
* Screen the Candidates, to ascertaining the competence of candidates against a technical job description.
* Assess the Candidate's qualifications.
* Showing or offering candidate resume to hiring managers to scrutinize.
* Follow up with candidates.
* Scheduled Interviews and helping candidates with on-boarding.

**Tata Motors Maval Foundry, Pune Sep 2015 – Sep 2016**

**Engineering Trainee**

* Reported to the manager of Dispatch department.
* Responsible for collecting daily dispatch report and stock reports.
* Also help in monitoring incoming as well as outgoing raw/finished materials to the vendors/customer.
* Also helped in collecting/reading PDI (pre dispatch inspection) reports for the incoming material from the machining vendors.
* Coordinated within the department for preparing dispatch schedule for both raw and finished material.
* Checked the incoming finished material for errors like dust in the finished component/rusty portion in the same.
* Followed the scheduled dispatch for exports of components.
* Was taught to identify quality inspection of machined components to separate the defected parts.
* Successfully completed one year of training with them.

**Collabera Vadodara, Gujarat Dec 2014 – Aug 2015**

**Technical Recruiter**

* Successfully review job descriptions in to understand the needs of the hiring manager as well to ask questions that’ll help identify the right candidate(s).
* Worked in Open source technology requirements like Hadoop, Bigdata, and Android.
* Worked for Java, .net and other IT technology requirements, and sourced candidates from Monster, Dice and Career builder.
* Negotiated pay rates and agreements with candidates as per W2 and Corp to Corp basis.
* Setting up interviews, explaining candidates with client requirement and policies and delivering on time.
* Understand technology, technical roles and technical skills.
* Worked with all kinds or requirements, ranging from IT services, manufacturing and technical.
* Using the Applicant Tracking System to search for qualified candidates.
* Sourcing and uncovering candidates.
* Screen the Candidates, to ascertaining the competence of candidates against a technical job description.
* Assess the Candidate's qualifications.
* Mentored new Team mates, with client process, and company policies.
* Showing or offering candidate resume to hiring managers to scrutinize.
* Follow up with candidates.
* Worked on Field Glass, Workforce Logic and Beeline (VMS Tools).
* Maintained sheets on Excel for Active candidates and worked passively for many off the shelf requirements.