**Chirag Dhanani**

**8200872815**

 **Dhananichirag69@gmail.com**

**CAREER OBJECTIVE and Summary**

To obtain a position that will allow me to utilize my technical skills, experience and willingness to learn in making an organization successful.

Full life cycle recruiter with proven track record in delivering results, implementing staffing strategies and creating diversified pipeline for various location and clients. Never lost top talent, be it passive or active.

Specialties: Recruiting ~ Recruiting Funnel Effectiveness ~ Hiring Strategies ~ Diversified Recruiting ~ Candidate Engagement ~ Candidate Pipeline Generation ~ Candidate Experience ~ Candidate Selection ~ Employment Brand ~ Client Relationship ~ Negotiation ~ Develop, Learn, Invent & Simplify Process ~ Training & Development ~Talent Acquisition Full life cycle recruiter with proven track record in delivering results, implementing staffing strategies and creating diversified pipeline for various location and clients. Never lost top talent, be it passive or active. Specialties: Recruiting ~ Recruiting Funnel Effectiveness ~ Hiring Strategies ~ Diversified Recruiting ~ Candidate Engagement ~ Candidate Pipeline Generation ~ Candidate Experience ~ Candidate Selection ~ Employment Brand ~ Client Relationship ~ Negotiation ~ Develop, Learn, Invent & Simplify Process ~ Training & Development ~Talent Acquisition

**EDUCATION**

**Atmiya Institute of Technology and Science, Rajkot (GTU) 2018**

*Bachelors in Engineering (Major: Instrumentation and Control), Percent: 66%*

**Gujarat State Education Board 2014**

*Higher Secondary Certificate (12thStd), Percent: 60%*

**SKILLS**

* Technical Skills: Basics of PLC, SCADA, Drives, Process Instruments, Calibrations.
* Programming languages: Basics of Ladder Diagram, Function Block Diagram and C program
* Software: Basics of Microsoft Office, Turbo C++, Arduino, MATLAB, MultiSim and Excel

**WORK EXPERIENCE**

**Tech bros info services Feb 2022 – March 2023**

*Senior Recruiter*

* Full lifecycle recruiting, ranging from identification of hiring needs, developing compelling job descriptions, designing job-specific recruiting tactics, including posting targets and social media, sourcing and screening candidates and additional processing of candidates through the workflow, to final offer negotiation and acceptance
* Work closely with hiring managers to determine and implement an effective recruiting strategy
* Perform intake meetings to analyze and document role requirements and objectives
* Prepare and post jobs to appropriate job board/social media/colleges etc.
* Source and attract candidates maintaining pipeline flow
* Screen and present candidates to the hiring manager
* Manage the entire candidate experience and process
* Work with hiring manager to negotiate candidate offers
* Act as main point of contact and build influential candidate relationships during the selection process.
* Screen Candidates/Consultants based on their qualifications, make sure they are right match for the position,
* Negotiate Hourly Rate/Salary, Sign Pre Interview documents, submitting resume to the client Hiring Managers,
* Prepare Candidate/Consultant for the client interview, closing Candidate/Consultant
* Responsible for complete recruiting life-cycle process, working closely with account managers and all levels of IT professional. Taking feedback from client on candidate performance. Went to client side as needed. Placed CTC/CTH/FTE. Updated daily activities in internal database.
* Drove the hiring process in a high-volume/time sensitive environment. Worked directly with senior management to identify staffing needs, handle multiple tasks.
* Expanded network of the company with large IT groups like Toyota, UHG, Bank of America, Cisco, Equifax, LFG.

**Diverse Lynx December 2020 – jan 2022***Senior Recruitment Consultant*

* Involved in posting jobs in various job portals and social networking like (Google groups, LinkedIn, and circulating through various vendors) etc.
* Involved in handling contract staffing, contract to hire and permanent staffing.
* Sourcing, Screening, Validating and Short-listing profiles as per the client requirements.
* Responsible for negotiating the salary/rates for each project on C2C, W2 and 1099.
* Coordinating the interview process, extending offers, closing candidates, relocating, etc.
* Hiring - Mechanical Engineers, Textile Engineers, Material Engineers, Product Design Engineers, Engineering Program Manager’s - Camera, Motion Sensing, Optical Sensing, Touch, Hardware Test, Software Firmware, AR/VR, Video, Health Sensing, Early Technologies, Displays, Haptics, Special Projects, Beats

**Staff Chase Rpo September2019– November 2020***Senior**Recruitment Consultant*

* Creating all relevant documentation and content for potential candidates and new hires. Our client here was apple, Microsoft, Zinier is a global (250 employees) Saas company providing field service automation.
* As Zinier's first in-house recruiter in North America, I work directly with our VP of HR in leading efforts to continue to find and hire the right people at an efficient rate, on par with our company's scrappy culture and exponential growth.
* Work across all departments to fulfill hiring needs. (Examples of roles worked on: Engineering Managers/SWEs, DevOps, Sales, Marketing, Accounting & Finance, Product)
* Manage and am responsible for goal tracking and coaching for one sourcer, as well as any contractors added to the team.
* Responsible for the entirety of the candidate life cycle, from sourcing until contract negotiation and offer acceptance.
* Rolling out and leading trainings for all standardized, company-wide, hiring processes. - Building, leveraging partnerships with, and leading new recruiting events via job/career fairs, universities and other candidate sources.
* Work across all departments to fulfill hiring needs. (Examples of roles worked on: Engineering Managers/SWEs, DevOps, Sales, Marketing, Accounting & Finance, Product)
* Manage and am responsible for goal tracking and coaching for one sourcer, as well as any contractors added to the team.
* Responsible for the entirety of the candidate life cycle, from sourcing until contract negotiation and offer acceptance. I engage, screen, prepare and advise candidates through all interview stages. I advocate for, and close candidates.
* Hiring Totals:
* 2020 - Q3 & Q4: 18 total hires, 94% offer acceptance
* 2020 - Q2: 13 total hires, 100% offer acceptance
* 2020 - Q1: 7 total hires, 100% offer acceptance
* 2019 - Q4: 18 total hires, 92% offer acceptance
* Beyond my daily recruiting responsibilities, I am also in charge of:
* Working globally with the recruiting teams from Latin America, Europe, and APAC in developing and implementing scalable hiring processes.
* Rolling out and leading trainings for all standardized, company-wide, hiring processes.
* Building, leveraging partnerships with, and leading new recruiting events via job/career fairs, universities and other candidate sources.

**Qodoro Pvt Limited February 2019- September 2019***Senior Recruitment Consultant*

* Manage full-cycle recruitment process from requisition creation to closing top talent for world’s largest cybersecurity corporation.
* Strong acumen for sourcing talent by leveraging multiple channels and referral networks to build an ongoing pipeline of qualified active and passive talent.
* Passionate about creating a diverse and positive candidate experience by coaching candidates throughout the hiring process.
* Collaborate with hiring managers to develop a strong target candidate and engage talent with an innovative, creative and effective approach.
* Work on job orders from startups to Fortune 500 companies.
* Source candidates using Internet-based sourcing techniques: job boards, web crawlers, search engines, social networking tools, university alumni sites, blogs, local organizations websites, discussion groups, and public and proprietary resume databases.
* Full lifecycle recruiting including conducting professional assessment and verification for skills, experience, availability, compensation, willingness to travel/relocate, and overall suitability for the position.
* Thorough knowledge of the recruiting process from sourcing to recruiting for different employment types including W2, Corp-to-Corp, 1099 for U.S. Citizens, GC, H1-B, TN-1, and EAD holders.
* Hands-on experience with Applicant Tracking Systems (ATS) including Bullhorn, Job Diva, and Send outs.
Hands-on experience with Vendor Management Systems (VMS portals) such as Field glass, IQ Navigator, WAND, People fluent, and eTemp.
* Communicate with candidates throughout the hiring process.
* Maintain daily and weekly client reports.
* Specialize in qualifying Software Engineers, Mobile Developers, Solution Architects and DevOps Engineers

**Talentrupt RPO LLP January 2018- January 2019**

*Recruitment Consultant*

* Introduced to US culture, different tax terms, work authorizations and reading job descriptions & resumes.
* Trained on job boards, non-conventional sources and sourcing process.
* Responsible for recruiting IT Technical Professionals including Software, Hardware and Networking professionals.
* Identified and qualified candidates for fulltime and temporary employment.
* Sourced candidates utilizing internal database, job boards, referrals and social media sites such as Dice, CareerBuilder, Monster, Google, LinkedIn, Indeed and Job Diva.
* Worked with account managers to accurately determine client needs and job position requirements by attending client & vendor calls.
* Worked actively on jobs like Accountant, Financial Analyst, Business Analyst, Helpdesk Support, Administrative Assistant, Java developer, Android developer etc.
* Specialize in qualifying Software Engineers, Mobile Developers, Solution Architects and DevOps Engineers
* Source and vet candidates for several companies across the Bay Area and nationwide including work with retail, e-commerce, start-ups, financial, banking and electric vehicle industries
* Place candidates successfully into projects that benefit both them and clients in a mutual partnership on either a pure contract, contract to hire or full-time basis
* Identify candidate needs and help them find roles that better their careers, work/life balance, etc
* Build out a virtual bench of candidates that are ready to be deployed on projects as needed
* Mentor team of Technical Sourcers in creating search strings, messaging and talking to candidates
* Managed VMS and prioritized requirements accordingly. Responsible for complete recruiting life-cycle process, working closely with the account managers in understanding their requirements. Achieved and exceeded recruiting expectations.

**IMS People July 2017 - December 2018**

*Recruitment Consultant*

* Introduced to US culture, different tax terms, work authorizations and reading job descriptions & resumes.
* Trained on job boards, non-conventional sources and sourcing process.
* Responsible for recruiting IT Technical Professionals including Software, Hardware and Networking professionals.
* Identified and qualified candidates for fulltime and temporary employment.
* Sourced candidates utilizing internal database, job boards, referrals and social media sites such as Dice, CareerBuilder, Monster, Google, LinkedIn, Indeed and Job Diva.
* Worked with account managers to accurately determine client needs and job position requirements by attending client & vendor calls.
* Worked actively on jobs like Accountant, Financial Analyst, Business Analyst, Helpdesk Support, Administrative Assistant, etc.

**TRAINING**

**Training at Aditya Birla Nuva limited June 2017 – July 2017**

* Basic Knowledge about PLC and SCADA.
* Learned about Instruments and its maintenance.
* Supervising and Controlling the Plant with SCADA.

**INDUSTRIAL VISIT**

* Balaji Wafers Pvt. Limited, Vajdi Kalawad Road, Rajkot.
* Satyam Steels Pvt. Limited, Nr. Aji Dam Bhavnagar Road, Rajkot.

**PROJECTS UNDERTAKEN**

**Gesture Based Wheelchair (Design Engineering Project)** **2017**

* The idea of project was to make disabled people independent by using a wheelchair and controlling it with hand gesture movement using robotic arm.
* Using Arduino, oscillator, hardware module, transmitters and sensors for our project.
* Making presentations and gather data related to it through prior art search.

**Motion Control Base Wireless Robotic Arm (Final Year Project) 2018**

* The idea of the project is to create a robotic arm having function of hand movement open and close for specifically pick and place function in industry.
* Project to be used by companies in hazardous area where there is risk of human life.
* Using Arduino, flex sensor, gloves and aesthetics design for our project.
* Making presentations and gather data related to it through prior art search.
* Helped in interfacing of hardware module with Arduino controller and developing C-Program for the project.

**HOBBIES**

* Playing Cricket and Football.
* Reading Novels and Magazines.
* Writing Sci-Fiction Articles.
* and learning new recipes.
* Like cooking with my different taste buds which are weird

**STRENGTHS**

* Disciplined and Self-confident.
* Positive attitude towards work.
* Curious to learn new things.

**REFRENCES**

Available upon request