

Jay Vanzara

Email: jayvanzara111@gmail.com

Contact no. : +91 99244 88801

LinkedIn: <https://www.linkedin.com/in/jay-vanzara-332408115/>

SUMMARY

- Myself is a professional Technical recruiter working for USA Domain having around Three years of experience.
- Filled many contract and full time positions for different IT clients working on W2 (Benefited / Non-Benefited) and Corp. 2 corp.
- Having extensive experience working with all type of visa holders like US Citizens, Green card holders, H1B, OPT-EAD, H4 EAD and also H1B Transfer.
- Experience working on job portals like Monster, Dice, Career builder and LinkedIn.
- Positions I have worked for includes all types of Developers (Java, .Net, Python, AWS, Sales force, Xamarine), Network Admins, Quality and Data Analysts, Project and program Managers etc

SKILLS

- Full Life-Cycle Recruiting
- Boolean Searches
- Job Analysis
- Benefits Administration
- Scheduling & Time Management
- Offer Negotiations
- Orientation & On-Boarding
- Employee Relations
- Internet Research

PROFESSIONAL EXPERINCE

Redolent InfoTech Pvt. Ltd., Ahmadabad, India
Technical Recruiter

September 2019 – Present

- **Involved in dealing with US Citizens/Green Cards/H1B's/TN for filling up the Full-Time, Contract to hire and Contract positions on W2 or all-inclusive on w2, 1099 and C2C basis.**
- Sourced, interviewed and submitted the candidates within the time frame in the VMS Portal.
- Placed candidates consistently monthly wise.
- Negotiating salaries on W2, C2C and 1099 basis extended offers, explaining benefits.
- Evaluate requirements received from Account Managers/Client
- Job Postings on major job boards including **Dice, CareerBuilder, Monster and LinkedIn** etc. and follow-up with all responses received in order to short list candidates.

CyberThink Inc., Ahmadabad, India
US Technical Recruiter

July 2018 September 2019

- Responsible for sourcing, searching, identifying consultants using job boards (Dice, Monster, CareerBuilder, LinkedIn) and internal database.
- Responsible for Tracking, Analyzing, Prioritizing resumes.
- Responsible for preparing search strings, working on requirements and short-listing resumes based on the requirements.
- Recruiting Citizens, Green Card Holders and H1Bconsultants as per the client requirement for various projects on W2, 1099, or Corp-to-Corp basis
- Hands on experience with **Vendor Management Systems (VMS)**.
- Spoken to the consultants/employers regarding their interest, availability, pay rates, relocations and the technical skills.

- Pre-screening of potential consultants in terms of their qualification, work experience, reference checks and remuneration etc.
- Get confirmation from vendors/consultants on pay rate.
- Responsible for formatting and submitting resumes to account managers or clients directly.
- Responsible for following and passing out Pre and Post interview feedback like time, date, contact person name, areas of improvement and if consultant selected date and place of reporting and joining from clients to Consultants/employers.
- Responsible for getting PO and Master agreements signed by consultants and employers.
- Maintaining, updating, tracking of resumes, H1 Transfers, submittals, closures.
- Responsible for getting time sheets from consultants and forwarding them accounts departments etc.

Rangam Consultant Inc., Ahmadabad, India
US IT Recruiter

March 2018 – July 2018

- Worked exclusively on Fulltime or Direct hire, Contract to hire and contract requirements.
- Worked closely with the Leads to understand the requirement thoroughly, to submit qualified resumes.
- Sourcing candidates through Internal Database, Job portals, social networks, head hunting and advertisement.
- Worked closely with Independent Contractors (US Citizens, GC's, EAD's and Canadian Citizens) and Senior H1b Consultants.
- Actively Negotiating Rates with US Citizens, Green Card Holders and EAD on 1099, w2 and c2c basis
- Responsible for Quality of Formatted resumes and reference Checks.
- Schedule and coordinate interviews with hiring managers.
- Responsible for timely and Complete on Boards, Work Orders for Consultants etc.,
- Developed relationships with Third Party vendors to support candidate pool.

EDUCATION

B.E. in Electronics and Communication Engineering, Rajkot, India
 Gujarat Technological University (GTU)

2018

H.S.C., GSHEB

The school of science, Rajkot, India

2014

S.S.C., GSEB

Shree Mahatma Gandhi Educational Campus, Rajkot, India

2012