

RAJAT NEGI

A-45 Shubhash Nagar, Roorkee

Pin code- 247667

Email: negirajat094@gmail.com

Phone No: +91-7417930383

Career Objective

Looking for a responsible position with ample opportunity for growth and advancement by working in a challenging environment in the industry

Educational Qualifications			
Degree/Diploma	University/Board	CGPA/Percentage	Passing Year
1. B.C.A	Lovely Professional University	5.97	2018
2. Intermediate	Sarvagya Sr. Sec. Public School	52.30	2013
3. High school	Skyward Sr. Sec. Public School	56.60	2010

Professional Synopsis**Talent iQo, Dehradun****Sep 2020 to Current****Recruiter**

TalentiQo offers timely and highly effective RPO services to the global clients along with recruitment companies hiring staff for some other organizations. Through our years of relevant expertise in the given field, we have served several clients across the globe by shortlisting & hiring highly qualified & skilled candidates for different positions.

TalentiQo is one of the top RPO companies with a global network of high-end recruiters and effective technology including the cutting-edge recruitment software & tools, delivering skilled & experienced candidates worldwide.

Responsibilities:

The global network of efficient branding, outsourcing, recruitment and technology experts at TalentiQo will help you in designing, budgeting, and implementing the optimal recruitment of the best-in-class candidates in your company.

- Offshore Outsourcing
- RPO Services
- Healthcare
- HRMS Technology
- On-Demand
- Project Based Services
- Global Outreach: We maintain a global network of the most talented candidates that are well-suited for your company's diverse needs.
- Maximum ROI: Expecting maximizing your overall ROI as we help search for the top talents in the minimum span of time for your organization.
- RPO Customization: At TalentiQo, we are known for offering custom RPO services based on the unique requirements of your business.

IO Digital, New Delhi**Jan 2020 to March 2020****Customer Care Executive**

Ferns N Petals (FNP) is India's largest flower and gifts retailer and one of the largest flower retailers in the world with a network of 320 plus outlets across 120 cities (by May 2019).

Though originally a flower retailer, the firm has also expanded into the E-commerce sector with various online ventures such as FNPcakes. It has expanded their business into the wedding and event planning industry with the name FNP Weddings & Events.

Responsibilities:

- Answer calls professionally to provide information about products and services, take/ cancel orders, or obtain details of complaints.
- Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken. Process orders, forms and applications.
- Follow up to ensure that appropriate actions were taken on customers requests.
- Refer unresolved customer grievances or special requests to designated departments for further investigation.

Software People Inc., Roorkee
IT Recruiter

Feb 2019 to Jan 2020

Software People Inc. is a total software consulting company founded in 1998 as a software solution provider with a vision of providing with a one stop shop to our client for all of their software needs. We provide superior information technology talents and solutions to private and majorly public sector clients. Our reputation as an IT expert is built on many decades of management experience as a full spectrum source for the IT industry.

Clients:

NYS (New York State), Commonwealth of PA, State of NC, State of SC, State of GA, etc.

Responsibilities:

- Worked as an IT recruiter for most of the direct state government clients of USA.
- Responsible for the end-end recruitment, job posting, co-ordination of the interviews.
- Proficient in searching the right candidate from the job boards like CareerBuilder, Ceipal, Linked In and Monster.
- Preparing the database of the candidates and the follow-ups from the candidates till and after the interview.
- Background checks with collecting the copy of work authorization status and degree copy with year of birth proof.
- Includes recruitments over the technological positions Business Analyst, Project Manager, IT PM, Java Developer, Oracle DBA, Oracle Developer, ETL Developer, Informatica Developer, Database Developer, Oracle Administrator, SQL Developer, etc.
- Worked on both the tax terms W2 as well Corp-Corp.
- Worked on both permanent and contract positions.
- Regularly in touch with the good employers for the right candidates to be in loop for the upcoming positions.

Technical Proficiency

Technologies:	HTML, OOPS, Corel Draw, Adobe Photoshop
Applications:	MS Office (MS Word, MS Power Point)
Operating System:	Windows XP and Windows 7

Language: C, C++, HTML, VB.NET

WORKSHOP/SEMINAR/CERTIFICATE

- PHP language workshop from CEPTA, Roorkee, June2014

PERSONAL DETAILS

Mother's Name: Mrs. Usha Negi

Father's Name: Mr. Dilawar Singh Negi

Date of Birth: 11-11-1994

Gender: Male

DATE: 08/20/2020

PLACE: ROORKEE