

PULIN SHETH

PROFESSIONAL SUMMARY

Sizzle: Dynamic and energetic Technical Recruiter with 8+ years career experience in science & technology recruiting companies. Very highly adept in behavioral interviewing, ATS, and Human Resource Information System. Exhibits excellent organizational and communication skills.

SKILLS

- Microsoft Office Suites.
- Works with minimal supervision and contributes to team.
- Account management, Networking
- Application Development, Organizational

WORK HISTORY

ACCOUNT MANAGER 07/2020 to Current
USM Business Systems, Atlanta, CA

- USM is helping companies change existing business paradigms by bringing tomorrow's AI and Automation solutions to today's businesses.
- Over 4 years of solid experience in Account management/ IT recruitment.
- Experienced in full life cycle of recruiting including sourcing, screening resumes, phone interviews, background/reference checks, negotiate offers to on-board.
- Good understanding of new technologies and solutions that are driving them market opportunities.
- Excellent verbal and written communication skills with leadership qualities.
- Performed Highly goal-oriented, individual with successful track record of managing customer and vendor relationships in IT infrastructure/sales area.
- Establishes Secured high-value accounts through consultative selling, effective customer solutions and promoting compelling business opportunities.

ACCOUNT EXECUTIVE 03/2015 to 06/2020
Paramount , Atlanta, GA

- Imagined and founded as business intelligence specialty consulting firm, PSS Inc.
- Started its journey in 2007.
- Team of seasoned business intelligence consultants is experts at delivering Business Intelligence life cycle solutions.
- Team at PSS Inc follow primarily agile model of project development and ensure complete communication clarity.
- Involved in end-to-end process of Marketing Bench candidates.
- Maintaining friendly rapport with consultants and making them aware of submissions, vendor/Implementation partner's calls, and client interviews.
- Giving closures to organization with good rate and placing consultant mostly in long term projects.

- Keeping management in loop on clients' interviews, project start dates, etc.
- Working directly with end clients' requirements like Tier1 vendors/Implementation partners.
- Maintaining Database of all Consultants/Vendors whichever submitted or rejected by clients.
- Follow up till candidate joins organization and updating status of all rejects/hold status accordingly.
- Having good understanding of tax terms Corp-to-Corp/ W2/ 1099.
- Supported and demonstrated company's mission, vision, and core values.
- Recruited and placed over 100 + consultants (W2, H1b, 1099).
- Manage, mentor and guide team of onsite and offshore Recruiters (9-25).
- Prospected, developed and managed mid to large accounts from identification to closure–local across US.
- Always performed 25-30 % over quota.

BUSINESS DEVELOPMENT MANAGER 12/2013 to 03/2015

Charter Global Inc., Atlanta, GA

- CGI is IT Consulting & Staffing firm providing world-class business services and staffing solutions in both federal government and private sector.
- Established in 1997 and headquartered in Alpharetta, GA.
- Partnered with several vendors including Netapp, Veeam, AMI, Acquia, Gigamon, Extrahop, Bridgewater, and several others to provide solutions for clients.
- Commercial and Federal experience providing disruptive IT Solutions that accelerate and improve client's infrastructure.
- Collaborated with Sr Management on Data and Storage Management division.

INFORMATION TECHNOLOGY SPECIALIST 09/2011 to 11/2013

Smart Soft, Atlanta, CA

- Established current book of business throughout Southeastern states providing credit card processing services and equipment solutions to SMB.
- Increased Sales by 10% Business Consultant in charge of locating and negotiating merchant processing contracts with business owners.
- Provide in depth analysis of business owners processing needs showing where there is savings with firm's solutions.
- Exceeded monthly sales quotas while keeping current customer retention very high Experienced Technical Recruiter and Account Executive with passion for helping both clients and candidates in their placement in new career opportunities and contracts.
- Technical recruiter with experience in full life cycle recruitment including sourcing, networking, cold calling, pre-screening, interviewing, and offer negotiation.
- Performed New employee development, mentoring, and training of standardized recruiting process and sourcing models.
- Adept in requirements gathering, developing job descriptions, skills marketing, and delivering comparative advantages of client's position in market.
- Areas of experience include but are not limited to Application Development, Enterprise Resource Planning, and Network Infrastructure.
- Extensive experience with MaxHire, LinkedIn, CareerBuilder, Monster, Indeed and more.
- Managed customers' expectations of support and technology functionality in order to provide positive user experience.

PRODUCTION MANAGER, PROJECT MANAGER AND ASSISTANT MANGER 10/2011 to 09/2012

Staples, Lawrenceville, Georgia, Roswell, GA

- Responsible for creating and maintaining a successful Inspired Selling culture in the Copy & Print Center that is committed to delivering results by providing solutions to customers by managing relationships.
- Performed this critical role is accountable for achieving key metrics to include profitable sales and margin, customer satisfaction (including quality production), associate satisfaction and turnover reduction.
- Established As the leader for the Copy & Print department.
- Increases profitable sales growth through team development, quality production and operational effectiveness.
- Planned, organized and managed operations, including ordering materials and supplies, workflow management and timely production.
- Managed product quality to guarantee compliance with quality policies, procedures and systems.

OWNER AND MANAGER 01/1992 to 01/2000

Floupot Gourmet Foods, Atlanta, GA

- Oversee day-to-day operations of manufacturing facility including providing direct input to key decisions on future growth and plans for this company Identifies goals, drives performance by meeting with managers/supervisors to identify tasks to meet factory goals Direct planning for current and future requirements for production, material, manpower, equipment, and space to effectively and efficiently manufacture and distribute company products to company-owned retail outlets and other mediums of product distribution.
- Managed customers' expectations of support and technology functionality in order to provide positive user experience.
- Developed and implemented productivity initiatives, in addition to coordinating itinerary and scheduling appointments.

EDUCATION

University of Madras, Madras

Bachelor of Science, Finance, 05/1994