**Resume**

**Roopkumar Jangili**

**Address :**

**Pascal Correa House 316,**

**Chincholi Bunder Road,**

**Malad West, Mumbai – 400064,**

**Maharashtra, India**

**Cell: 9372931912**

**OBJECTIVE: To be Part of a Growing Organization where it Provides Learning new things, Growth where I can use my work Experience to its Benefits.**

**First Advantage Private Ltd (Background Screening)**

**We Help you find and Retain qualified people quickly and efficiently .For these Reasons we have become a Trusted Partner to Organizations worldwide – we deliver the Results you need to propel faster, more informed decisions.**

**Work Experience:**

**Working with FADV as SME (Subject Matter Expert ) as Senior Operation Analyst.**

**Roles and Responsibilities :**

* **To feed the Data in the Excel Sheet as per the documents Provided by the Client.**
* **To Follow up with the CSE (Client Service Executive) in terms of Clarification whether correct Details have been Provided by the Client.**
* **To Follow up with Vendor to get the Verification Closed as per the TAT (Turn Around Time).**
* **To make sure Team Members Achieve the Daily Target on daily Basis.**
* **Preparing Productivity Data monthly end of the Month**

**Staff Service Net Pvt Ltd ( Goregaon East)**

**Joined the company in the Year April 2008 to November 2008 as Recruiter Executive.**

**Roles and Responsibilities**

* **My Core Job was to Recruit People from Different Field.**
* **Mass Mailing in the Job portal as per the Requirement of the Client.**
* **To Schedule the Interviews of the Candidate with Client.**
* **To follow up with the Client to take the feedback regarding Candidate’s Interview Process**

**Worked here to 7 months after which we told to Leave the Company when the Market Crash Down in the 2008.**

**Harjai Computers Private Limited**

**Harjai Computers is Recognized worldwide for its Trustworthiness, its Integrity, the Standard of our Staffing solutions.**

**Roles and Responsibilities:**

* **To the Data Entry in Excel Sheet**
* **To Bifurcate the resumes of the Candidate as per the Technology Wise.**
* **Mass Mailing in the Job Portal as per the Requirement of Client**
* **To Dispatch and Collect the Documents from the Client Places.**

**And Finally was Promoted to Recruiter**

**Responsibilities as Recruiter:**

* **To make the Candidate Understand the Client Requirement.**
* **To Schedule the Interviews of the Candidates with the Client.**

**Education Qualification:**

**Have Completed SSC from Maharashtra Board in the Year October 2000**

**Have Appeared till HSC from Maharashtra Board in Year 2003.**

**Had a Gap of 3 Months from November 2008 to February 2009 as I was Looking for Job when Market Got Crashed.**

**Worked with Mittal International Company for 1 Year**

**Left the Company has it Didn’t Provided any Offer Letter.**

**All the Details are Provided mentioned above are True and Honestly there has been no Integrity Issues in My Overall Work Experience.**

**Roopkumar Jangili**