

# Balaji Raja

Technical Recruiter

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## Summary

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More than 6 months of experience as a Technical Recruiter with expertise in evaluating candidates for various IT roles. Skilled in analysing resumes, conducting technical screenings, and assessing candidates' skills to align with job requirements. Effective in collaborating with recruiters to support the hiring process.

## Work Experience

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### Infoway Solutions

August 2024 - Present

Technical Recruiter

Chennai, India

- Analyzed resumes to shortlist candidates with relevant skills for an IT positions, including Java Developer, React Developer, Azure DevOps Engineer, Business Analyst, Project Manager, Data Analyst and others.
- Reviewed candidates' technical knowledge through assessments and screenings to evaluate their suitability for roles aligned with the job description.
- Verified candidates' expertise in programming languages, tools, and technologies such as Java, React, Azure, iOS, and more.
- Worked closely with manager and recruiters to ensure the selection of top candidates for IT roles.
- Shared detailed feedback with recruiters on candidates' technical strengths and areas for improvement to assist in the hiring process.

## Skills

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- Posting Job Description
- Screening resumes
- Boolean Search Techniques
- Candidate Pipeline Management
- Candidate Sourcing
- Interviewing
- Applicant Tracking System

## Education

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### Rajalakshmi Engineering College

Aug 2018 - May 2022

Bachelor of Engineering in Computer Science

Chennai, India

CGPA - 8.01/10

## Certification

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- Human Resource Management (HRM) from **Great Learning Academy**  
<https://drive.google.com/file/d/1ue2KKVUYT4Zu1JYhVv9jtlI6REZyVmtr/view?usp=sharing>
- Tech Recruiter Certification from **Hirist.com**  
[https://drive.google.com/file/d/1sFHHyutbnBN8jfelUIRsqBQ-\\_GhH90MP/view?usp=sharing](https://drive.google.com/file/d/1sFHHyutbnBN8jfelUIRsqBQ-_GhH90MP/view?usp=sharing)

## Languages Known

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- English - Expert
- Tamil - Native
- Hindi - Expert