

Balaji Raja

Technical Recruiter

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Summary

More than **8 months** of experience as a Technical Recruiter with expertise in evaluating candidates for various IT roles. Skilled in analyzing resumes, conducting technical screenings, and assessing candidates' skills to align with job requirements. Effective in collaborating with recruiters to support the hiring process.

Technical Skills

Posting Job Description
Interviewing
Visas - **H1B, GC, USC, EAD, OPT, CPT, TN, E3**

Sourcing Profiles
Boolean Search

Screening Resumes
US Tax Terms - **C2C, W2 & 1099**
Applicant Tracking System

Work Experience

Infoway Solutions, Chennai
Technical Recruiter

August 2024 - Till Date

Responsibilities

- Analyzed resumes to shortlist candidates with relevant skills for an IT positions, including **Java Developer, React Developer, Cloud DevOps Engineer, Business Analyst, Project Manager, Data Analyst and various other IT roles**.
- 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.

Certification

- 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>

Education

Bachelor of Engineering in Computer Science from Rajalakshmi Engineering College,
Chennai - **2018-2022**
CGPA : 8.01/10

Languages Known

English - Expert Tamil - Native Hindi - Expert