



USA Healthcare Recruiter

Kailash Gaur

Professional summary

Enthusiastic, progressive recruiting and client relations professional with expertise in networking, sourcing, relationship building, and recruiting top talent. Seeking an opportunity to broaden my recruitment experience in a new industry.

Experience

USA Healthcare Recruiter

May 2023 - Present

Vastek Inc. / India, Dehradun

- Developed job postings and advertised positions to attract qualified candidates.
- Scheduled interviews between the hiring manager and potential candidates.
- Maintained a database of applicant information and tracked open requisitions.
- Reviewed resumes, conducted reference checks, and verified credentials for potential hires.
- Conducted phone screens with potential applicants and evaluated their qualifications.

Tele sales

October 2022 - April 2023

Pacifence solutions / India, Rishikesh

- Generated leads through cold calling and email campaigns
- Conducted product demonstrations for potential clients
- Managed and maintained customer relationships
- Achieved a 15% increase in sales within 6 months

Internship

HR Recruiter at Learnx

May 2022 - July 2022

India, Work from home

- Developed job descriptions and postings to attract qualified applicants.
- Sourced and screened potential candidates for open positions.
- Provided feedback to unsuccessful applicants on the status of their applications.
- Referred suitable candidates to relevant departments for additional assessment.

Marketing Intern at Lead & Sales

August 2021 - September 2021

India, Work from home

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India, Dehradun

Education

BBA (Finance)

- 2022

HNB Garhwal University

India

Senior secondary school (XII)

- 2019

CBSE Board

India

Secondary School (X)

- 2017

CBSE Board

India

Skills

Recruitment	◆◆◆◆◆
Human Resources	◆◆◆◆◆
Healthcare Knowledge	◆◆◆◆◆
Customer Service	◆◆◆◆◆
Organizational Skills	◆◆◆◆◆
Cold Calling	◆◆◆◆◆
Problem Solving	◆◆◆◆◆
Time Management	◆◆◆◆◆
Staffing	◆◆◆◆◆
Talent Acquisition	◆◆◆◆◆
Interpersonal communication	◆◆◆◆◆
MS Office	◆◆◆◆◆

- Provided customer service support to existing clients.
- Researched potential customers and identified target markets.
- Generated weekly reports on sales activity, market trends, and other relevant information for management review.

Finance Intern at shot Investing

August 2021 - September 2021

India, work from home

- Researched new products and services for potential use by the firm.
- Maintained records of all transactions including trade date, settlement date, price, quantity.
- Compiled data from various sources into organized spreadsheets for analysis purposes.

Projects & Reports

CSR (Corporate Social Responsibility) of SBI

Ratio Analysis of Wipro

Interviewing	◆◆◆◆◆
Customer satisfaction	◆◆◆◆◆
Phone Etiquettes	◆◆◆◆◆

Courses

Digital Marketing

2022

Google Garage