

# Rupendra Prajapati

Noida, India

+91-8595353129

[prajapatirupendra808@gmail.com](mailto:prajapatirupendra808@gmail.com)

[linkedin.com/in/rupendra-prajapati-4212a8272](https://www.linkedin.com/in/rupendra-prajapati-4212a8272)

Experience working with business users as well as senior management. Results-driven Recruitment Analyst with a proven track record in identifying top talent and delivering efficient, high-quality recruitment solutions. Eager to leverage my analytical skills, technical knowledge, and passion for problem-solving to contribute to the success of a forward-thinking organization. Seeking to apply my education and hands-on training to support business objectives, enhance operational efficiency, and drive strategic initiatives.

## **EXPERIENCE**

### **Recruitment Analyst**

**Feb 2024 – Present**

**Ventures Unlimited Inc.**

#### **Roles & Responsibilities**

- Assisted in collecting requirements from stakeholders through interviews, surveys, and meetings.
- Participated in workshops and brainstorming sessions to understand business needs and objectives.
- Regularly interacted with stakeholders to validate requirements, obtain feedback, and ensure alignment with business goals.
- Demonstrated strong analytical and problem-solving skills by assisting in resolving business process issues and proposing effective solutions.

### **Recruitment Specialist**

**June 2022 – Feb 2024**

**Maven Workforce LLC Noida, U.P. (India)**

#### **Roles & Responsibilities**

- Managed end-to-end US IT recruitment process, starting from sourcing CVs and headhunting, to candidate screening, negotiating compensation rates, and overseeing the candidate's journey until they accepted the offer and joined the company.
- Prepared advanced, data-driven Excel workbooks to advise senior personnel on potential process improvements to increase support quality.

## **EDUCATION**

**Dr.A.P.J.Abdul Kalam Technical University , July 2018 – Aug 2022**

Bachelor of Technology in Mechanical Engineering

Gorakhpur, U.P. (India)

## **COMPETENCIES**

- **Web Technologies:** HTML, CSS, JavaScript, Data Visualization, Data management.  
**Tools/Frameworks:** Bootstrap, WordPress, SEO, GitHub, Web Designing, Microsoft Office (Word, Excel, Outlook, PowerPoint).
- **Other Skills:** Business Analysis , Requirement gathering, Technical Recruiting, Screening Resumes, Resume Writing, Phone Screening, Salary Negotiations , Boolean Searching, Teamwork.

## **CERTIFICATIONS**

- Certified in Excel Formulas & Functions by SimpliLearn
- My SQL Basics by Great Learning (1/2022-Present)
- Developing Soft Skills & Personality (08 Week Course- Aug -Oct 2019) : [Grade Elite]-by NPTEL
- Emotional Intelligence (08 Week Course Jan - Mar 2021) : [Grade Elite]- by NPTEL

## **ACHIEVEMENTS**

- Awarded at Maven Workforce LLC for Discipline and Attitude.