

# Shantanu Shrivastava

## CONTACT

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## CAREER OBJECTIVE

To leverage my expertise in end-to-end recruitment processes, talent acquisition, and candidate management to drive business growth and deliver exceptional results in a dynamic and challenging environment, utilizing my skills in Applicant Tracking Systems (ATS), candidate sourcing, and profile screening.

## EXPERIENCE

### Software Galaxy System LLC (SGS Consulting) (June 2025)

Management Trainee I

- Supported end-to-end recruitment lifecycle for US clients across IT and non-IT roles.
- Hands-on experience with Applicant Tracking Systems (ATS), Vitelglobal, and CrintellTech for candidate sourcing, tracking, and pipeline management.
- Developed Boolean search strings and sourcing strategies to target qualified professionals on job boards (Dice, Monster, CareerBuilder, etc.).
- Conducted resume sourcing, screening, and shortlisting based on client requirements.
- Reached out to candidates via calls, emails, and professional networks to build strong talent pipelines.
- Improved efficiency by reducing sourcing time through optimized search methods.
- Built knowledge of US work authorizations (H1B, Green Card, USC, OPT, CPT) while recruiting.

## EDUCATION

### Jiwaji University, Gwalior (2021-2024)

Bachelor of Commerce

### Happy Days School

Class XII (2020-2021)

Class X (2017-2018)

## CURRICULAR ACTIVITIES

- Certification of Adobe After Effect.
- Certification of Adobe Photoshop.
- Certification of Adobe Premier Pro.
- Certification of Adobe Audition.
- State level player of football (2016).
- National level player of skating (2015).

## SKILLS

### TECHNICAL

- MS Excel
- MS Word
- Crintelltech
- Applicant Tracking System (ATS)
- Vitelglobal

### INTERPERSONAL

- Communication
- Candidate Sourcing
- Search String
- Result-Oriented
- Client Aquisition