

RESUME

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Career Summary

- HR Professional around 6 years of rich work experience in recruiting IT professionals (**Domestic Staffing**).
- Gained experience in conceptualizing and devising strategies for appropriate recruitments as per the descriptions provided by clients.
- Exposure to Complete **Recruitment life cycle**. Expertise in Job assessment, Sourcing, Screening of resumes, Initial screening Interview and follow-up.
- Experience in the gamut of tasks including filling the client's requirements (recruiting from database / Internet) interviewing, screening and reference-checking candidates for various positions.
- Good in sourcing and prescreening the candidates against a specific requirement.
- Excellent knowledge & understanding of Software Development Life cycle, which helps us to understand a particular requirement.
- High perfection on hiring the candidates for **Full-time/Contract to Hire/Contract opportunities in Domestic Industry**.
- Habitual to work in pressure on any platform and happy to take new challenges.

Academic Profile

- MBA in International Business from Lovely Professional University, Punjab 2013.
- B. Tech in Electrical and Electronics from Nagarjuna University 2011.

Employment Chronicle

Current Organization:

Organization : Affluent Global Services

Clients : Microsoft, Deloitte.

Duration : Jan 2020 – Till Date.

Roles & Responsibilities:

- My responsibilities include End to End Recruitment Life Cycle on all IT Recruitments for **Microsoft, Deloitte** clients.
- Maintained database to keep a track of positive prospects and clients
- Train/Lead a team, while continuing to run an end to end recruitment cycle, understanding and analysing the client requirements and different skill sets.
- Extensively worked with Job Portals (i.e. Naukri, Monster) and LinkedIn. Also used different ways like internal database, referrals, contacts.
- Strong leadership skills to lead the recruiters with technical skills, screening, negotiation, to make string Etc.
- Lead the Sourcing team towards excellence in identifying best in class talent
- Dealing and maintaining professional relationship with both third parties and consultants directly.
- Majorly involved in working on Contract to Hire/Contract opportunities.
- Perform pre-employment screening including technical screening, and behavioural interviews to determine candidate's goals and suitability for positions.
- Rate/Salary negotiation to get maximum margin on the rate given from client.

Previous Organizations:

Organization : Euclid Innovations
Clients : Wells Fargo, Morgan Stanley.
Duration : June 2019 – Dec 2019.
Position : Sr. TAG

Roles & Responsibilities:

- Handling End to End Recruitment Life Cycle on all IT Recruitments.

Organization : US Tech Solutions India PVT LTD (CMMI-3)
Clients : Wipro technologies, CWT India Pvt. Ltd., Dell Inc. Cap Gemini, and Facebook etc.
Duration : March 2017 – June 2019 & November 2014 – January 2016.
Position : Sr. IT Recruiter

Roles & Responsibilities:

- Working as an Acting Team Lead. Managing the Team and interacting with client based on the need.
- **Initial Analysis:** Deeply understanding the assigned requirement(s) in the first hand in regard to Clients specific and general needs like Work & Domain Experience, Education etc.
- **Searching Ideal Candidates:** Finding and matching prospective candidates by telephone, e-mail and the Internet to determine skills, experience, and areas for geographic employment, preferences, and availability with the requirement.
- **Screening Profiles:** Thoroughly screening the profiles with respect to various parameters of a position.
- **Making Candidate Contact:** Contacting the candidates over the phone. Presenting the Job & Conduct initial interviews to determine experience and skill level. Making sure that both the Client and Candidate's expectations are best met.
- **Follow-ups:** Regular following-up the candidates as per the Clients feedback regarding Interview etc.
- **Resource Management:** Maintaining the best quality, utilize candidate's database to track candidate, maintain hot listed available consultants and client status and submit the best candidates to the client.
- **Co-ordination:** Coordinating interviews as per schedule, both scheduled and walk-ins.
- **Documentation:** Gathering all the required documents of the selected candidates, keeping a track of the documents and submitting the documents to the concerned teams for BGV check initiation and offer roll outs.

Secondary Responsibilities:

- **Post Joining Formalities:**
 - ✓ Following up with the candidate's reg. timesheets to Fill/Submit/Approve by Manger.
 - ✓ TDS Document's submission (Investment Declarations).
 - ✓ Following up on their Shift allowances / Reimbursement of Bills (If any).
 - ✓ Following with Lead / Manager/ Concern SPOC for Contract extension of candidates, etc.

Achievements:

- Got Gem Award for closing more number of positions in Q3 2018.
- Closed two crucial positions (Niche Skill Set – IBM Infosphere MDM) got appreciation mail from Client (Cap Gemini).
- Coordinated for walk-in drive at Client place (Cap Gemini) both Hyderabad & Bangalore Locations as per needed.
- Stood as Top performer in a team of 50 members in Q3 2017 & Q4 2017.

Organization : StraVis Enterprize Solutions (CMMI-3)
Duration : May 2016 – Feb 2017
Position : Executive

Roles & Responsibilities:

- Analyzing the requirements.
- Understanding the job description given by the various IT clients.
- Sourcing of resumes from different job portals (Monster India, Naukri) Mass mailing, Scheduling, coordinating and handling interviews/ events including calling / sending mails to the candidates as per the interview calendar.
- Conduct preliminary discussions with candidates on technical and experience profile related grounds to analyze suitability of candidates, shortlist the candidates and present them to the respective panel.
- Shortlist the selected candidates and forward that profile to the panel.
- Periodic following up with offered candidates to ensure candidates are intrack.
- Coordinating with interview.
- Post offer Management.
- Compensation negotiations with the candidates to raising final offer.
- Excellent Negotiating & Communication skills.

Organization : Innoplus Tech Solutions (P) Ltd.
Clients : Infinite Computer Solutions, Vitesse Semiconductor, Taurus Business and Trade Services.
Duration : August 2013 – November 2014
Position : IT Recruiter.

Roles & Responsibilities:

- End to End full life cycle – Requirements, Sourcing, Short listing, E-Mail / Confirmation, Negotiations and Submitting.
- Understanding the job description given by the various IT clients and fulfilling to clients at given TAT.
- Handle all Level Positions.
- Sourcing candidates for the requirements through job sites, references, head hunting, and networking.
- Conducting preliminary discussions with candidates on technical and experience profile related grounds to analyze suitability of candidates.
- Evaluating the candidate's job stability, competencies including communication skills, inter-personal-skills, confidence level and presentation through initial telephonic screening.
- Scheduling, coordinating and handling interviews/ events including calling / sending mails to the candidates as per the interview calendar.
- Discuss, negotiate & finalize on the compensation & offer, salary negotiations, handholding the candidate till the date of joining, close Follow-Up.
- Maintain a systematic and comprehensive database of all candidates.
- Prepare weekly and monthly reports and maintaining daily Tracker on recruitment.
- Ensuring timely communication to all concerned pertaining to anything that effects Client, both Internal and External.

Achievements:

- Closed a crucial position (Niche Skill Set – L2/L3 Protocol testing) got an appreciation as incentive.

Hobbies

- Playing chess, Watching Movies, and Sudoku solving, Listening Songs.

Personal Vitae

Father's Name : Mr. P.V. Kesava Rao
Date of Birth : 7th October 1989
Nationality : Indian
Marital Status : Single
Language known : English, Hindi, and Telugu.
Address : 2-178, Beside SBI, main road, chandole
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(P V N Manikanth)