

**Summary :**

- Dynamic and result-oriented individual with 7+ years of technical recruiting experience, focused in the placement of Software Engineers/Architects (Distributed and Mainframe), SAP Consultants, Database Developers/Administrators, Network/System/Security Engineers, Web Developers, Test Engineers, Team Leaders and Business Analysts.
- Possess strong technical/business acumen and understanding of technical requirements; deep sourcing skills and experience sourcing passive candidates; excellent candidate assessment skills.
- Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
- A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills.
- Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.
- Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously.
- Having experience in working on ATS tools.

**Key Competencies:**

- IT Recruitment (Domestic)
- Team Management
- Market Analysis Reports
- Candidate Engagement
- Permanent Staffing & Contract Staffing
- Account Management / Client Engagement
- Interview Co-ordination
- Salary Negotiation

**Educational Qualifications:**

- B.Tech (C.S.E) from JNTUH - 2008

**Work Experience :**

- Worked with **PeopleTech Group** as **Recruitment lead** from Jan-2020 till April-2020
- Worked with **Techno Facts Solutions Pvt Ltd** (Account Manager ) from Oct- 18 to Dec- 19
- Worked with **Tqunta Technologies**, Hyd as **Delivery Manager** from Aug-17 to Aug 2018.
- Worked with **eCentricHR (Paradigm IT )**., Hyd as **Sr.Recruitment consultant** from July -13 to May-16.
- Worked with **CNsoft Pvt LTD** as **HR Recruiter** from Aug 2010 to June 2013

**Responsibilities:**

- ✓ Handling 13+ members of team and manage service delivery, Responsible for end to end IT recruitment process, responsible for contract to hire& FTE.
- ✓ Responsible for development of Recruiters good experience in managing team and ensure to deliver the quality services to the clients.
- ✓ Interacting with clients on regular basis to understand the specific requirements, strategize and plan the recruitment activity and implement it. Developing own relationships with present / potential clients.
- ✓ Experience in 2nd level validation of the resumes shared by the team members
- ✓ Provide leadership, day-to-day supervision and with heavy focus on development of recruiters.

- ✓ Drive productivity within the team to meet the minimum performance expectations Mentor team members to help progress in their careers, thus creating succession planning Ongoing training and development of team members to bring them to desired level of performance.
- ✓ Leadership skills in customer satisfaction, vendor relationships, strategic planning, staff development, quality assurance and process improvement.
- ✓ Strong ability to communicate effectively: verbal and written to co-workers at all levels of organization.
- ✓ Hold regular departmental meetings to review strategic goals and initiatives (Monthly Business Review)
- ✓ Responsible for hiring the right talent for customer as per customer demands.
- ✓ Client co-ordination/interacting with Business Units for Recruitment Process

#### **Job Profile:**

#### **A) Recruitment :**

- Gathering the requirements from Client/Internal ATS tool.
- Understanding & Analyzing the requirements on priority basis regarding their skills, experience, location, qualification etc.,
- Sourcing profiles through different sources like Naukri, Monster and Internal Database.
- Screening the profiles, short-listing & selecting the candidates in the preliminary rounds as per the Company's requirement.
- Explaining the candidates about the Organization, job profile, offer salary etc.
- Co-ordinate and schedule Interviews for the short listed candidates.
- Able to Negotiate and convince the candidates & map the salary fitment offered to them and increased the joining ratio of the firm.
- Regularly follow up with candidate on their joining status.
- Constantly address to employee referral mailers and update the database.
- Regular update of database for future purposes.
- Preparing & updating Daily / Weekly / Monthly Reports.
- Preparing Dash-boards sending weekly & Monthly reports to the management and keeping track of the profiles sent to the clients.
- Recruited candidates on Contract, Contract -to-hire and Permanent basis for all major IT clients.
- Constantly interact with superiors to upgrade skills & guiding and helping colleagues in all situations.

#### **B) Team Management:**

- Distributing the requirements among team members accordingly.
- Clarifying requirements to team members and assisting them in sourcing quality resumes.
- Updating of process according to the client requirements.
- Provide feedback to Team members for better productivity and quality in the processes.
- Negotiating on Salary for closing the position, coordinating with the offered candidates.
- Interacting with team mates and guiding & getting suggestions from them to improve in recruitment process and analyzing performance and sharing the feedback to the team lead on regular basis.

#### **C) Client Engagement / Account Management:**

- Involved in Interacting with the client regarding the requirements gathering and complete understanding of requirements.
- Follow up with the client regarding short listing of profiles

- Timely communication and co-ordination with the clients during various recruitment drives held at various locations.
- Follow up with client for further rounds of interviews for shortlisted candidates and update the same to candidates.
- Follow up with both client and candidate till offer generation.
- Follow up with the clients for payment of invoice on time.

**D) Interview Co-ordination:**

- Scheduling interviews for the shortlisted candidates.
- Coordinating for Drives / Walk-ins and Scheduled Interviews at client locations.
- Proper follow-up with clients on status of candidates, who got interviewed.
- Poaching efficient candidates from the drive to have closures/joiners.

**E) Market Analysis:** Preparing different market analysis reports based on skill, experience, location, education etc. and submitting the same to clients on their requisition.

**Desired Qualifications:**

- Experience in Managing volume hiring and organizing events
- Planning & executing campus engagement activates.
- Ensuring in On-boarding process for all hires, offer letter generation, BGV completion with Data maintain.

**Clients (Overall):**

SABRE Corporation, Broadridge, Facebook, TechMahindra, Cognizant, NewTglobal, Mavarick System, Wipro Technologies, Accenture, Diebold, Capgemini, Tata Technologies, L&T InfoTech, Dell, MediData, Wipro Infotech, Genpact, Deloitte Consulting, KPIT Technologies, PWC. Techwave, ProV Inc, APTY.IO

**Positions Worked for:**

Engagement Manager, Practice Heads, Project Managers, Architects, Team Leads, Senior Software Engineer, Software Engineers / Developers, ERP Consultants, Network Engineers, DBAs, Desktop Support Engineers, Business Analysts, Domain Consultants, Business Development Managers / Executives, Consulting professionals, Marketing & Sales Managers, Finance Manager etc.

**Technologies Handled:** MicroSoft, Oracle Technologies, Web Technologies, People soft, Oracle Lotus Notes, Salesforce, ERP & CRM, Datawarehouse, Mainframe, Testing, DBA, Database, Admin (both System & Networking), Tech Support, Marketing, Telecom Embedded, Cloud Technologies.

**Technical Skills:**

- MS-Office
- Windows
- C

Hyderabad

(P. Sharath kumar)