

RESUME

Mahesh Mittapally

Mobile No: 8247670562

E-mail:mittapallymahesh24@gmail.com

Career Objective

To associate myself with an Organization which has the potential for future growth and ample scope of learning and further enhance my skills through constant learning and meet the Challenges in work.

Education Qualification

S.N O	Education	School/College	Year of Passing	University	Percentage
1.	Bachelor of Technology in Information Technology	Vivekananda Institute of Tech & Sciences, Karimnagar.	2009-2013	JNTU-Hyd	70% (First Class With Distinction)
2.	Intermediate	S.R Junior College. Karimnagar.	2007-2009	Board of Intermediate	60%
3.	Secondary School Certificate	Swami Vivekanand high school. Warangal.	2007	Board of Secondary Education	68%

Experience

1. I Have worked as Senior Recruiter in Avance Consulting Services from Oct 2022 to Oct 2023
2. I have Worked as Technical Sourcer in OrangePeople pvt ltd from May 2022 to Oct 2022.
3. I have Experience of 1.5 years as US IT Recruiter in HUNDRED HIRE i.e From OCT 2020 to Feb 2022
4. I worked as Computer Instructor and network admin in KENDRIYA VIDYALAYA HYDERABAD since 4 YEARS 7 Months i.e 08.02.2016 to Sept 2020

SOFTWARE PROFICIENCY

- Operating Systems: Windows, iOS, Android
- Networking: LAN/WAN
- Hardware: Installation, configuration, and diagnostics for PCs and
- Software: MS Office, and other software's also .
- Desktop Support: Troubleshooting and technical support.

STENGTHS

1. Positive attitude towards work.
2. Good Learning skills.
3. Helping others who are in need

Computer Network Specialist

- Provided system planning technical advice.
- Maintained and updated network cabling.
- Connected all office and department internal computers.
- Enabled network technology to meet individual and company requirements.
- Coordinated network security measures for data backup and protection.

Role and Responsibilities

- Computer Teaching of for the classes up to 10.
- Solving the Internet Related issue at school level.
- Taking care of all network and system related issues.
- Performs and/or oversees software and application development, installation, and upgrades.

Profile Summary

- Around 2+ Year experience in Recruiting with, US IT Staffing Companies.
- I have experience in APAC Process for 1 year in Avance Consulting ,In which we used Linkedin as main source for sourcing to build the connection with the candidates and made submission through it
- I have experience is using software extension service i.e Wisestep which is the Source to map candidates to particular role or job.
- I also have good experience in another platform called sixth sense which is widely used for getting more profiles on it and good number in that , it is very useful application .
- Involved in full cycle Recruitment involving sourcing, identifying, and interviewing, screening and placing personnel in quick turnaround time in contract.

- Having experience in performing needs analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking, negotiating, making offers, creating contracts and closing candidates that can help actualize corporate missions etc.
- Getting requirements from US IT staffing companies within all the locations across USA.
- Possess knowledge of sales and recruiting processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
- Effectively recruited candidates through Internet research, internal database, referrals, and other strategies
- Understanding the client requirements, coordinating for short listing and screening including preliminary interview of the candidates
- Handled all the IT Technologies involving combination of complex skill sets and rare technologies.
- Extensive experience of Internet Recruiting for candidates and industry leads, pre-screening to quality potential candidates.
- Dealing with consultants on H1B, GC and CITIZEN, TN visa etc. Negotiating the rates on Contract, Contract to hire.
- Understanding the client's requirements, coordinating for short listing and screening including preliminary interview of the candidates.
- Responsible to understand and analyse the requirements in different domain categories.
- Coordinating, Scheduling & Conducting Interviews.
- Expertise in using job portals like Dice, Monster, Corp-Corp, Bench Folks, etc.
- Expertise in getting resume for Most of the Requirements like Java, Business Analyst, Quality Analyst, Android and IOS and more.
- Keeping Track of Responses & Short-listing Profiles.

WORK EXPERIENCE & RESPONSIBILITIES:

✓ Senior Recruiter || Avance Consulting -Hyd || Oct 2022- Oct 2023

1. Working on different Job Roles for different location like Australia , Singapore
2. Have sound experience in working with different work visa with both the location.
3. Responsible for Sourcing good candidates for different platform through linkedIn as a main source .
4. Good experience in Sourcing a candidate with good skills and negotiating the candidate for rate and explain all the importance of the role and getting the confirmed by the candidate , which i have sound experience on it .
5. Experience in Working for singapore roles as well for different visa like EP , PR and Citizen as well

6. Experience in working with Australia role for different visa like Subclass 485, 500 (who has full working rights as well), PR and Citizen as well

✓ **TECHNICAL SOURCER || Orange People PVT LTD || May 2022 to Oct 2022**

1. Working for contract positions(Freelancer) and the Tax Terms that I mostly worked on C2C, W2 and I have good knowledge in 1099.
2. Excellent understanding IT and Non-IT job description.
3. Responsible for the Sourcing the resume for the technology and tagging them in the portal then after the recruiter team will taken care the process for internal hiring.
4. I can make a quick submission and very fast & smart to search the qualified resume for the job description.
5. Utilize internal database to identify potential candidates.
6. The hands-on experience in Monster, Dice, Career Builder, Indeed and more.
7. Maintain the good relationship with candidates and vendors also.
8. Well, trained to schedule the interview for the candidates.
9. Providing Staffing services to IT clients.
10. Responsible for gathering requirements from the client and closing them successfully.
11. Involved in complete recruitment process (sourcing, short listing, HR screening/interview, interview arrangements, salary negotiations, offer initiation, post-offer follow ups.)
12. Conducts initial interviews by phone to determine experience and skill level.
13. Responsible for recruiting IT professional across the US through internet job portals - (Monster.com and Dice.com), direct phone sourcing, networking (LinkedIn), vendors and referrals.
14. Sourcing & screening the profiles for different requirements in a day.
15. Activities included but not limited to developing and building channel / vendor relations, understanding existing and pending client needs and closing requisitions

✓ **IT RECRUITER || HUNDRED HIRE PVT LTD || NOV 2020- Feb 2022**

16. Working for contract positions and the Tax Terms that I mostly worked on C2C, W2 and I have good knowledge in 1099.
17. Excellent understanding IT and Non-IT job description.
18. Responsible for the full recruitment life cycle; including checking references, negotiating pay, issuing offer letters, performing background checks and completing paperwork for internal hiring.
19. I can make a quick submission and very fast & smart to search the qualified resume for the job description.
20. Utilize internal database to identify potential candidates.
21. The hands-on experience in Monster, Dice, Career Builder, Indeed and more.
22. Maintain the good relationship with candidates and vendors also.
23. Well, trained to schedule the interview for the candidates.
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Personal Details

Father's Name : M.Raju
Mother's Name : M.Bhagya Laxmi
Date of Birth : 17-may-1991
Sex : Male
Nationality : Indian
Languages Known : English, Telugu, Hindi
Marital Status : Married
Permanent Address : Flat no 103 , Srinivasa Residency, East Balaji Hills ,
Ayyappa temple road, srinivasa colony, Uppal ,500039

PROFILE DECLARATION

I hereby declare that the above furnished information is correct .I solely bear the responsibility for the correctness of the above mentioned particulars.

PLACE: WARANGAL

DATE:

(MAHESHMITTAPALLY)