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**Summary:**
- 6+ years of total work experience and 4+ years experience in US ITRecruitment
- Hands-on experience in full-life cycle recruitment process including requirements, creating offers, initiating Background check till ID Creation. .
- Get 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, etc. Negotiating the rates on Contract, Contract to hire basis.
- Understanding the clients requirements, coordinating for short listing and screening including preliminary interview of the candidates.
- Responsible to understand and analyze the requirements in different domain categories.
- Expertise in using job portals like Dice, Monster, etc.


**Education & Certification**

- **Degree in (Bachelor of Information Technology)**
  Name of Institution     : Jaya Sakthi Engineering College
  University               : Anna University
  Year of Passing          : Dec 2010

- **Diploma in (Information Technology)**
  Name of Institution     : Sri Ram Polytechnic College
  University               : Director of Technical Education
  Year of Passing          : April 2007

- **Community Polytechnic College**
  Name of Institution     : Sri Ram Polytechnic College
  Duration                 : Jan 04 – Jun 04

- **10th Matriculation**
  Name of Institution     : Baynes Memorial Bapist Church M.H.S.S
  Year of Passing          : March 2000

**Certification:**
- Microsoft Active Directory – 70-640

**Professional Experience:**

**Cognizant Technology (Payroll of Day n Day)**                **Jan 2019 –May 2020**
**HR Recruiter**

**Responsibilities:**

- Currently part of hiring team of Cognizant. Responsible for Talent Acquisition lateral hiring.
- Independent Contribution towards progress of requirements in various verticals of Cognizant.
- Sourcingprofiles from various sources like Job **portals Dice.com, Monster.com, Career Builder, Employee referrals and LinkedIn**
- Collaborating with onsite team on fulfilling clients' requirements using various levels of recruitment
- Efficient management of Client and candidate Database.
- Have worked on multiple verticals and vast knowledge of different types of skills
- Well – versed in Technical sourcing and Applicant tracking System(**Oracle Taleo**), which includes vendor management System(**IQN Navigator**)and direct sourcing.
- Managing and tracking team's end to end data including RR's, submissions, offers and hires.

Key Skills: Job-posting, screening, sourcing, head hunting, Business and Client interaction, Interview scheduling, on boarding, Vendor Management Systems(VMS) and end to end Recruitment,

**SixsigmaSoftSolution, Chennai**                **Mar 2018 – Jan 2019**
**Senior US IT Recruiter**

**Responsibilities:**
- Recruited for IT full time positions.
- Dealing with consultants on H1B, OPT, OPT EAD, Green Card and Citizen.
- Analyze job orders to fully understanding client's specific needs and requirements; update job descriptions to meet client's explicit requirements.
- Regularly called candidates for updates on job search, interviews and skills. Maintained rapport with active candidates.
- Responsible for pre-interview screening, acting as the liaison between hiring manager and candidate; sending compensation agreement, offer, interview, and acceptance or rejection.
- Expertise in using job portals like Dice, Monster etc.

**Client**: TCS

**Prolim Corporation, Bangalore**                **Feb 2016 – Aug 2016**
**US IT Recruiter**

**Responsibilities:**

- Working closely with Business Development Manager in End to End recruitment process in analyzing and understanding the client's technology need and sourcing, screening/interviewing, negotiating the billing and verifying visa.
- Formatting resume according to client's view highlighting required skills and briefing about key technologies from client prospective. Submitting to client and keeping track of feedbacks from PV/Clients managers.
- Arranging interviews, scheduling telephonic/Face to Face interviews. Maintaining constant contact with candidate and employer.
- Maintaining database of resumes and using them for current and future need. Maintaining reports and communicating with employers and clients for feed backs and updates.
- Coordinating with Finance & accounting department for the in time completion of paper work and MSA-Master service agreement after receiving the conformation from the PV/Client.
- Extensive experience in Resourcing, Managing, Selling, Validating, and delivering technical consultants in multiple markets
- I have been working through an entire recruitment processes (Full Recruiting Life Cycle), which covers W2, 1099, and Corp to Corp recruitment,
- Experience in Visas - CPT, OPT, H1B,TN, EAD, GC & USC
- Utilize Dice, Monster, Tech Fetch, Carrier Builder, LinkedIn, and Google for posting of jobs and searching for candidates for contract positions.
- Perform heavy networking of candidates for present and future opportunities.
- Negotiate and close candidates on hourly rates before submittal to clients.

**Clients:** HCL, Tech Mahindra


**Lorven Technologies Inc Chennai, India**                                                  **July 2015 – Feb 2016**
**Sr Technical Recruiter**

Lorven Technologies, Inc. is a highly recognized provider of professional technology consultancy in the US. And Provide high quality and cost effective strategic solutions to clients supported by superior staffing and training services

**Responsibilities:**
- Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline.
- Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing
- Effectively recruited candidates through Internet research, internal database, referrals, and other strategies
- Search and screen resumes and identify possible matches, format the resume
- Involved in Executive Search Operations on websites like Dice, Monster and Computer Jobs.
- Preliminary interviewing and negotiations with identified candidates.
- Exclusively involved in searching as well as posting resumes on Web Technology by implementing online process on Internet, posting the jobs on the jobsites.
- Handled the full life cycle recruiting process for qualification of skilled candidates by sourcing using internet searches like DICE, MONSTER, Corp-Corp etc, phone screens interview with technical and management personnel, negotiating compensation packages and closing candidates on rates/salaries in accordance with client billable rates
- Search and Screen resumes to identify possible matches.

- Phone screens interviews with technical and management personnel, negotiating compensation packages and closing candidates on rates/salaries in accordance with client billable rates
- Assigned the tasks of negotiating offers with candidates to meet target gross margins of the organization
- Established business contacts in target markets through telemarketing, direct mail campaigns, trade show participation, and vendor relationships
- Responsible for recruiting and maintaining good relationship with existing candidates of the organization
- Building up good Database of candidates and clients

**Client:** Wipro, Fannie Mae, CTS

**Prosquare Software Systems Chennai, India**                     **Sep 2014 - April 2015**
**Technical Recruiter**

**AmeriSoftPro Systems** was established with the main objective to provide total solutions in IT and business consulting services. AmeriSoftPro Systems consultants understand the business environment and requirements of the regional, national, as well as global markets, and can easily adapt our products and services to special requirements of the specific company and the market it is located within.

**Responsibilities:**
- Recruited candidates through Internet research, internal database, cold calling, referrals, and other strategies.
- Owned and facilitated the provided recruiting process (i.e. scoping recruiting requirements, sourcing, screening etc.,
- Completed and filled successfully all difficult level critical or hard-to-find positions
- Hardcore recruitment which consisted of working **with Citizens, GC, H1B and EAD's**
- Having responsible for client and candidate relationship management; building strong client relationships with fulfillment managers and account managers, as well as working closely with peers in HR and Recruiting.
- Played as an effective team player role in promoting the company's image, brand to prospective job seekers, and qualifying those applicants.
- Effectively surfaced the candidates and developed networks of people and processes to support a strong pipeline of qualified candidates
- Created reports to track and follow the candidate's interview through MS Excel
- Additionally, pre-screened resumes against the high end jobs and evaluated effectiveness of electronic candidate evaluation tools; documented candidate evaluation and interview process and negotiated
- Prepared all reports which have to be sent every week to the client and which have to be reviewed by the senior management
- Did quality checks for the team while sending the deliverables to the client's end

**HCL Technologies, Chennai India**                     **Dec 2011 – July 2013**
**Junior Executive (Logistics)**

**Responsibilities:**
- Under taking knowledge transfer (KT), downloads from clients as off shore Station lead.
- Training team members on all the activities, per each Station's KT downloads.

- Handling team members and running through 3 different Stations.
- (BNA – Nashville CMH – Columbus and BOS – Boston,).
- Creating SOP's and PPT's for each Station on all the activities.
- Delivering the best in terms of team's production and accuracy.

**Documentation Functions:**
- Maintaining the turnaround time for High Priority and Regular shipments.
- Manifesting the bill of lading and converting the Pickups in FIFO basis for both AIR and Truck shipments.
- Interacting with third party agents and destination clients for shipment status.
- Tracking the shipments till it gets POD for both Inbound and Outbound.
- Delivering the shipment status reports to client on daily basis.