**Name: Bogi.DurgaPrasad**

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**Phone: 9573179980**

**CAREER OBJECTIVE:-**

To secure a challenging position where I can effectively contribute my skills as recruiter that offers professional growth entailing resourceful, innovative and flexible and there by earn trust and respect.

**WORK EXPERIENCE:-**

Role: Recruitment executive

* Over all 10 months of experience in IT with experience in Talent Acquisition Coordinator at **Indus Group Inc**
* Experience in Recruitment, screening resumes, screening candidates, conducting interviews and giving the best hires for clients.
* Multi task skills working on different job orders while using good time management skills.
* Responsible for full Recruitment life-cycle, which includes the identification, sourcing, recruiting, interviewing and hiring of IT Professionals
* Extensive experience in sourcing candidates through contacts, referrals, third party companies, groups and jobsites.
* Well organized, strong work ethics and willingness to work hard to achieve objectives.
* Highly dependable individual adaptable to both independent and team assignments in structured as well as in unstructured environment.
* Excellent communication and leadership skills.
* Extensively worked on different sites such as Dice.com, Monster, Tech fetch, Career Builder.
* Capable of maintaining client relationship and team management.
* Trained recruiters on different job boards Monster, solving skills, effective communication and time management.
* Team Worker, quick learner and possess good knowledge on Dice, Monster, Tech Fetch,
* Successfully recruited candidates for the functional areas of Information Technology and Computer Science& Engineering, within US.

P**ROFFESIONAL EFFICIENCY:**

* Daily Full-cycle technical recruiting (source, screen, interview candidates, negotiate rates) and resume management in Software Consulting & IT Industry
* Negotiated compensation and coordinated start dates with hiring managers
* Experience on Corp to Corp, and knowledge on other US tax terms.
* Receiving and analyzing Prime Vendor and direct clients requirements.
* Forwarding the suitable profiles to the Direct Clients Requirements.
* Scheduling the interview slot, when the consultant is ready to take.
* To be a part of cohesive team and promote teamwork.
* Have experience working on Contract, Contract to hire and Full Time Positions.
* Well versed with job portals like Dice, Monster and Tech Fetch, etc.
* Handled the tasks of follow-up of candidates regarding offer letters
* Willing to work in any shifts.
* Knowledge of working with US clients & US Candidates.