**Ch.Nagaraju**

8977246527

[Chnagaraju538@gmail.com](mailto:Chnagaraju538@gmail.com)

**Objective:**

To be a part of a reputed organization and contribute to its development through a dedicated and smart work and in turn develop my own knowledge base and skills.

**Summary of skills & exposure:**

* Dynamic and result-oriented individual 7 years of Laed Recruiter, Full Desk Recruiter and Technical Recruiting experience in Deegit, USG(United Software Group) and Panzer Technologies.
* Possesses a sound skill set of excellent recruitment process flow, satisfaction and communication.
* Involved in full cycle Recruitment like sourcing, identifying, telephonic interviews, screening, qualifying and negotiating rates, internet searches, performed reference checks, identified opportunities and candidate selection.
* Working as a Full Desk Recruiter and handling Delivery processes.
* Developed contacts with key decision makers of various Fortune 500 companies to facilitate more business.
* Well-organized, strong work ethics and willingness to work hard to achieve objectives.
* To identify new business opportunities, support business development strategies, complete contractual obligations.

**Academic credentials:**

* B.Tech From JNT University 2012.

**Personal Traits:**

* Ability to work for longer duration.
* Good Interpersonal Relationships.
* Possess positive attitude, hard working nature and quick learner**.**

**Strengths:**

* Persistent nature and well-polished manners / skills.
* Excellent communication skills and good interpersonal skills, upgrading capabilities as per firm’s standards.
* Ability to interact independently with clients &amp; work constructively in fast paced and high stressed

environments**.**

**Work experience:**

**Deegit Inc/Osceola, Schaumburg, IL Sep 15 – Present**

**Sr. Lead Talent Acquisition Specialist/ Full Desk Recruiter**

**Responsibilities:**

* Full Life-Cycle Recruiting experience generating understanding the opening, sourcing the right candidate,

technical Pre-screening, negotiations, closing the deal and maintaining the relationship with Client Relaction Manager and consultants.

* Sourcing and Screening the candidates as per the requirements over web/email/phone - involves searching

for qualified candidates on various job boards as provided by the Manager.

* Follow up with the candidate and client after the interview and maintain excellent relationships.
* Experienced in sourcing candidates for both contract and permanent positions.
* Determining candidates based on job description.
* Woking has a Full Desk Recruiter.
* Short-listing resumes based on the requirements.
* Get confirmation of consultants on Pay-rate and Availability.
* Submitted screened and short listed profiles/resumes to Clients / Prefer vendors.
* Candidates to be intimated about the interviews through Call/e-Mail. The mail to contain the following info–Date of interview, Time of interview, Venue, Contact person etc.
* Utilize Dice, Monster, Career Builder,Tech Fetch, Pro hires, LinkedIn, Job Diva and company database to source

qualified candidates including: candidate searches, phone screens, testing, email correspondence.

* Maintaining and updating database of all resumes received by e-mails.
* Conducted phone and in-person interviews for a broad spectrum of skilled candidates, which included local, and out of state talent.
* Marketing Perm and Contract opportunities to Candidates.
* Successfully placed candidates in various industries per client request, reference checks contacted and drug test appointments scheduled.
* Input candidate data into Database.
* Scouted recruiter websites/search engines to locate skilled consultants, Functional & Technical for Perm and Contract placements.
* Posted client open requirements/projects, via various industry resources, to attract skilled consultants.
* Responsible for all HR employment documentations per placements.
* Developed database of various skill consultants via telemarketing, referrals, and internet & networking resources.
* My role is to help our clients with their job requirements by getting the most suitable professionals available

for their projects and to help professionals to get the most suitable jobs with our clients.

* Performed urgency placements including Project Staffing.
* Negotiated hourly rates with consultants according to employer profit margin for contract placements (1099/W2).
* Specialties Recruiting(working with all &quot;US IT and non-IT Requirements&quot; on all &quot; Tax Terms&quot; i.e W2,1099 and C2C)
* Aggressive sales skills to close candidate availability & skills to client, via phone marketing.
* Presented contracts to suppliers/clients for Purchase Order commitments with Non-Compete agreements to consultants.
* Group/Classroom trained for Recruiter duties: role playing, problem solving skills, presentation interviewing techniques, Internet Boolean search

**SITS/USG(United Software Group) Mar 2014 – Aug 2015**

**Sr. Technical Recruiter**

**Company profile:**

United Software Group was established in 2002. We are minority owned (MBE) offering Information Technology solutions, services, and products. Over the years USG has served the Public Sector, State and Commercial clients. USG's expertise includes business solutions in Financial, Insurance, Health Care, Automotive and Manufacturing industries. USG possesses a proven track record in providing customized IT solutions and services to our clients. USG is on GSA and STS schedules.

**Roles & Responsibilities:**

* Working as Sr.Technical Recruiter and Experienced in full life cycle of US Staffing.
* Utilize online job boards like Monster, Dice, Career Builder and LinkedIn etc to source out consultant, GC, US citizens and H1-B’s.
* Work extensively with MS Office tools like Word, Excel, and Outlook
* Hands on experience with job sites such as Naukri, Monster, Dice, Career builder, Corp-Corp.
* Responsible for personal growth, reaching the targets every month and maintaining good relation with the vendors.
* Interviewing H1B/GC/US Citizen consultants for various requirements according to the Client request.
* Rate negotiation before short-listing the candidates.Updating and maintaining the database for future requirements, generate daily reports and update them.
* Responsible for full life-cycle recruiting and management of process, including approval and posting of positions, sourcing, screening, interviewing, offer negotiations and extending offers etc.
* Hands on Experience on Corp – Corp, W2 and 1099.
* Involved in executive search operations on website like Corp to Corp,Tech Fetch,Linked in Prohires and Monster,Dice,Carrer Bulider,JobDiva and etc..
* Sourcing of the resumes and short-listing candidates for the requirements.
* Generate daily reports and update the same.

**Panzer Technologies. Sep 2013 – Feb 2014**

**Technical Recruiter.**

**Company profile:**

Panzer Solutions RPO Inc is a proficient IT-development partner with expertise in developing software projects for end users as well as providing staffing services. We offer a complete range of software and consulting services Our team brings a wealth of industry experience to every engagement.

**Roles & Responsibilities:**

* Working as Technical Lead Recruiter and Experienced in full life cycle of US Staffing.
* Experienced with full cycle of staffing services, such as finding candidates through different sourcing techniques, Screening of resumes, interviews, salary negotiation, and working closely with Account managers.
* Involved in executive search operations on website like Corp to Corp, Prohires and Monster and etc..
* Sourcing of the resumes and short-listing candidates for the requirements.
* Interviewing H1B/GC/US Citizen consultants for various requirements according to the Client request.
* Rate negotiation before short-listing the candidates.Updating and maintaining the database for future requirements, generate daily reports and update them.
* Hands on Experience on Corp – Corp, W2 and 1099.
* Generate daily reports and update the same.

**Personal profile:**

* Father’s name : Ch Devender
* Gender : Male
* Marital Status : Single.
* Languages known : English, Telugu, Hindi
* Temporary Address : Afzal Gunj, Hyderabad.

**Declaration:**

I hereby declare that the information furnished above is true to best of my knowledge and belief.