

Hanisha V
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Summary:

IT Recruiter with a passion for building and maintaining high-performing teams. Proven ability to identify and attract top talent in a competitive market. Strong communication and interpersonal skills, with a proven track record of success in a fast-paced environment.

Experience:

IT Recruiter

Atanics Software Solution PVT.LTD

03/2023– present

Bangalore, India

- Successfully sourced and recruited top-tier IT professionals for multiple high-profile clients
- Developed and maintained a strong network of candidates through proactive sourcing methods
- Implemented a streamlined interview and evaluation process
- Collaborated with clients to understand their specific IT hiring needs and provided strategic guidance
- Executed End to End Recruitment initiatives, ensuring seamless candidate sourcing, screening, and selection
- Strategically sourced profiles aligned with specific requirements, effectively matching candidate qualifications and organizational needs
- Demonstrated expertise in conducting contract and internal hiring processes

US IT Recruiter

247Hire (Tenpath Solution)

10/2021 – 09/2022

Bangalore, India

- Implementation of Full Life Cycle Recruiting Methodology: Sourcing, Pre-screening, Interviewing, Reference/Background Checking, Salary or Contract Negotiations.
- Having hands-on experience working with US Citizens, Green Card.
- Identify suitable candidates, pre-screen and negotiate compensation for contract, contract-to-hire, and permanent positions.
- Work in a Team environment to offer and receive any useful, relevant information to improve recruiting skills and techniques.
- Tools used daily include but are not limited to Microsoft Word, Excel, and Outlook.
- Able to source candidates using job boards (Monster and Career Builder) and social/professional networks (LinkedIn & Indeed).
- Successful placements in these industries: IT, Healthcare, Manufacturing Etc.

Medical Billing**IONIDEA INTERACTIVE PVT.LTD****04/2019 - 11/2020****Bangalore, India**

- Worked on end to end process of Medical Billing primarily analysis of claims, processing denials and submitter follow-up.
- Analysis on old Analyst Resource claims and managing transaction executives.
- Reviewed billing edits and provided insurance providers with corrected information. Provided tenacious follow-up to ensure proper payments were fully collected.
- Communicating with team heads and authorized person regards the team's progress, Identifying and resolving the common mistakes among the team members and provide updates and feedback on the team member's productivity.
- Generating AR reports on different provider accounts, analyzing claims aged over 90 days, taking action on claims and AR follow-up on claims through calling and forwarding work orders for callers.
- Handling issues like Timely filing limit, Non- covered claims, Duplicate claims and Missing information.

Branch Head [Admin Executive and Accounting Management]**VIYAAN INSTITUTION****07/2017 - 02/2019****Bangalore, India**

- Worked as Admin Executive
- Handled Accounting in Billing department
- Was incharge of managing Institution
- Application entry and billing files management

Education:

GGHS

SSLC

Bangalore, India

May 2012

Govt. PU College

PUC, Commerce

Bangalore, India

May 2014

Indo Asian Academy degree college

B. Com, Accounting and Taxation

Bangalore, India

May 2017

Skills

- Candidate sourcing
- Technical screening
- Relationship building
- Time management
- Applicant tracking System (ATS) : Erecruiter, GRS (Global Recruitment System)
- Communication skills
- Teamwork and collaboration
- Technical proficiency
- Problem-solving abilities
- Utilizing Job Boards : Monster, Naukri, Indeed, Career Build, Zip recruiter.

- **Operating System** : Windows 10
- **Tools Known** : Microsoft word, MS Excel, Outlook and Webmail
- **Software** : ECW- eClinicalWorks

Certification:

Human Resource Management Concept
Gregg Learning
Feb 2023

Languages:

English, Kannada, Hindi and Telugu