**CURRICULUM VITAE**

**Rohith Ramachandran**

**Mob: 9747943602,9061765429**

**E-mail: rohit.karuniam@gmail.com**

Karuniam(HO)

Mannampatta(Po)

Palakkad

Kerala

**CAREER OBJECTIVES:**

Ambitious to work in an esteemed organization where I can develop myself both personally and professionally and rendering the best of my effort with utmost sincerity

**Summary**

* Having more than 3years of work experience in Freelance Recruitment domain& more than 1year in US Recruitment domain.
* Involved in Full Cycle Technical Recruitment involving Sourcing, Identifying, Interviewing, Screening, Formatting and placing personnel in quick turnaround time in contract, contract-to-hire and permanent positions in the Information Technology industry throughout the United States.
* Extensive worked on different sites such as Dice.com, Monster.com, Tech fetch and Careerbuilder.com and jobdiva.
* Sound knowledge of different tax structures of US (W2,Corp-Corp)
* Familiar with US time zones
* Ability to interact with professionals through Linkedin
* Recruited resources in various technologies.
* Maintained consultant details in database repositories
* Good Understanding on various IT technologies/platforms

**Professional Experience**

**Mint Business SolutionsITPL,Bangalore**

**US IT Recruiter 11/1/2016 to 31/9/2016**

**Responsibilities:**

* Source the candidates from Database on 1st priority and then search for alternatives thru the job portals and Linkedin as well with the turnaround time used to be very quick.
* Involved in executive search operations on websites like **dice and Monster** and tech fetch and career builder
* Sourcing of the resumes and short-listing candidates for the requirements.
* Interviewing **H1B/GC/US** consultants for various requirements according to the Client request.
* Rate negotiation before short-listing the candidates.
* Build up my own vendor Database for the H1B, Green Card, EAD and USA citizens submissions and storing in centralized DB application
* Maintaining good relation with IT consultants and Employers for future requirements
* Reporting to the Account Manager on daily basis
* Updating and maintaining the database for future requirements, generate daily reports and update them.
* Documenting the candidates skills and arrange for the technical interview.
* Negotiating the consultant’s billing rate per hour, with the vendor.
* Handling High Volume job orders in various technologies (like Business Analysis, Testing QA, Software Development, Network Administration/ Engineering, Project Management, Websphere IBM, Java developer, Oracle, Cloud, SAP , DBA .Net, Informatica, Desktop Support and Peoplesoft,Net work Security, Web App developer/Designer, SQL, Agile, VLSI, Project Coordinator).

**Partial List of Clients**

Lyondell Basell Industries Inc, Discover Financial Services Inc, NRG Energy, Liberty Mutual Inc., Florida Power & Light, Schlumberger Technology Corporation, Halliburton Inc, FMC Technologies Inc., Shell Wind Energy Inc, Fannie Mae.

**Infinite Computer Solutions-Bangalore, Karnataka**

**US IT RECRUITER**-october2016to may-2017

Working for IBM-

Identify and qualify candidates for employment at different professional levels

Responsible for handling requirements from Clients through Procure Staff.

Recruitment as per different IT technological requirements.

Hands on experience in Internet recruitment portals like Monster and

Career Builder.

Good understanding in various parameters of recruitments in evaluation, screening, negotiating, scheduling interviews and closing the contract

Ensuring effective communication and building brand recognition in the consulting community.

Prepare resumes according to the client guidelines.

Constant follow up with consultant pool and keeping them updated of ongoing and upcoming opportunities.

Build pipeline for upcoming client job orders.

Possess excellent computer skills (MS Word, Excel, Outlook, and Internet).

Short-listing candidates as per the skill spec and matrix via e-mail/phone.

Experience in placing consultants to direct clients (Full-Time) on W-2.

Good understanding in various tax terms like Full time, Corp-Corp, 1099 and W2.

Ability to work effectively in high-pressure environments. Familiar with US time zones.

Interacting with Sales team and Scheduling interviews for candidates and keeping the candidates posted about any updates from the client.

Interacting with respective line mangers for interview processes.

Building Database according to the requirement before it comes.

Responsible for Coordinating fulfillment of other formalities such as background check, drug test etc leading to joining post placement.

Coach and advice new recruiters on techniques as well as office protocols and train them for US Staffing.

Note: resigned the job due to physical issues. In December 2016 I had a stroke there by I had 2 surgeries to my head. After that my left side was paralyzed. So I left the job. From December 2016 to May 2017 I did the job remotely.

**PaveWayy-Hatching Careers, Bangalore**

**Freelance Recruiter april-2018 to present**

* Sourced candidates via variety of methods, including social media platforms and job boards
* Evaluated technical knowledge and skills of each candidate against client requirements
* Specialized in recruiting well-qualified candidates
* Verified applicant references and employment details
* Develop salary proposals for new recruits.
* Pre-screen all resumes prior to sending them to corporate hiring managers for consideration.
* Post positions through approved recruitment channels including Naukari, LinkedIn, Monster and Indeed.
* Screen all applicants based on their qualications and background.
* Identified project requirements by establishing personal rapport with potential and existing clients.

**Education Qualifications:**

**Nehru School of Management:** Master of Business Administration from University of Calicut

**VTB College Of Arts and Science:** Bachelor of Commerce from University of Calicut

**GHSS Sreekrishnapuram :** Board of higher secondary education

**HSS Katampashipuram:** S. S. L. C

**Technical Skills**

**COMPUTER KNOWLEDGE:**

· Knowledge of operating system: Win Xp,Win 7, Win8, W2k8

· MS Office, Excel

**INTERESTS & HOBBIES:**

· Reading

· Listening music

· Travelling

**ACCADEMIC PROJECTS:**

* Major Project: A study on effectiveness of advertisement at Infinite Computer Solutions Ltd in Bangalore
* Minor Project: A study on financial performance analysis at KottakalAryaVaidyaSala in Malapuram

**Personal Profile**

**Languages Know:** Malayalam, English, Hindi, Tamil.

**Gender :** Male

**Nationality :** Indian.

**Marital Status :** Unmarried

**Permanent Address :** S/O. Ramachandran MV, Mannampatta.P.O, Sreekrishnapuram, Palakkad, Kerala, 678633

. Mobile:9633586158

**References**

1. Sajitha Rajesh

Assistant HR Manager

Infinite computer Solutions Ltd Bangalore

Mob: +919538075426

1. Binoy Philip

Director

Mint Business Solutions PVT Ltd

Mob: +918197717075