**NAVYA DAGGUMATI**

**PH#: +91 703 260 7991**

**Email:** [**Navyadaggumati1214@gmail.com**](mailto:Navyadaggumati1214@gmail.com)

**Objective:** Well-respected professional who blends strong recruitment experience with a background in IT Sourcing and Business Management. Seeking a position as technical recruiter to utilize my skills and professional strengths in a renowned organization.

**EXPERIENCE:**

**Dizer corp, Hyderabad.                            July 14 - Mar 16**

**Intone Networks,Hyderabad.                                                                                                                   May 16 - Feb 17**

**Magnus Technology Solutions, Hyderabad.  Sep 17 - Till Date**

**Skill Set:**

|  |  |
| --- | --- |
| **Programming Languages** | **C, C++** |
| **Packages** | **MS Outlook, Office, MS Word and Excel** |
| **Operating Systems** | **Windows Variants,Linux,UNIX** |
| **Database Applications** | **SQL** |

**Professional Summary:**

* Over **8+Years** of experience in IT Sourcing for international market.
* Completely involved in recruiting part of the staffing business.
* Experienced in IT staffing, Permanent and Contract placements.
* Recruiting in consulting and project based environment.
* Deep sourcing skills and experience sourcing passive candidates.
* Maintaining the database.
* Effectively search jobs through Internet research, internal database, referrals, job portals and other strategies.
* Expert Understanding of visa related issues and tax terms and contracting processes such as H1-B, EAD, OPT, TN, etc. and tax terms C2C (Corp-Corp), 1099, W2 hourly, W2 employee (Salaried and percentage) and immigration process.
* Mainly updating the resume accordingly to the requirement if required, with a notice to the consultants.
* Dealing with consultants mainly on OPT EAD,H4 EAD,L2 EAD GC and CITIZEN, etc. Negotiating the rates on Contract basis.
* Expertise in using job portals like Dice, Monster.
* Familiar with Recruitment Metrics Analysis.
* Maintaining a healthy pipeline of OPT,H4 EAD,L2 EAD,J2 EAD,E3 EAD,GC and Citizen Consultants for Training or Direct marketing. Good skills in finding the right candidates through Free job portals, Social networking sites, referrals & Universities.
* Maintaining database & follow up with all the consultants to make healthy relationships.
* Conducting preliminary Screening and scheduling the technical interviews for experienced consultant for direct hires to the company.
* Able to work with demanding time schedules, has excellent attitude towards teamwork and possesses good interpersonal skills.
* Coordinating with Operation team to give solution on Requisition IDs, Position ID, Transfers cases.
* Coordinating with Corporate IT team & SAP Team to resolve issues relating to Requisition ID, Positions IDs.
* Make sure to collect all the documents from the candidates.
* Providing eligible candidates with appropriate job offerings and placement.
* Excellent relationship management skills to develop successful networks within senior management, Staffing teams and HR Partners.
* Extremely motivated, Goal-oriented individual who thrives in a target driven, client facing business areas.
* Strong computational and analytical problem solving skills, with motivation to learn new technologies/ Skills.

**Professional Experience:**

* Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline.
* Mobilizing prospective candidates through job portals, references, conducting preliminary interviews and short-listing the candidates.
* Assigned the tasks of utilizing on-line database, candidate referrals, internet and networking to identify potential candidates.
* Usage of different sourcing channels effectively to create relevant candidate database.
* 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.
* Performed recruitment tasks by applying the spolicies, rules and procedures of the organization.
* Scheduling the candidate for an interview.
* Follow up the candidate still interview date to joining date.
* Providing offer letter to the candidates.
* High level of proficiency with MS Office, MS Word and Excel software.

**Educational Details:**

* Completed Btech Computer science engineering (2010-2014) in Sri Venkateshwara collage of engineering with 65% aggregate.
* Completed 12thclass (2009) in narayana mahila collage with 82.5% aggregate.
* Completed10thclass (2007) in ravindra bharathi school in Nellore with 79% aggregate.

**Interests:** Reading news paper and sports magazines, Listening music.

**Declaration:**I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Date –02/03/2023**

**Navya Daggumati.**