**Shruthika**

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Bangalore, India

**SUMMARY:**

Around 4+ years of commendable US Staffing and Technical Recruiting experience with Contract, Contract to hire and FullTime position.

* In depth knowledge of recruiting candidates using major job board s and proven ability to deliver talented consultants for domains like Retail, Product, Telecom, Banking etc.,
* Hands on experience of complete life cycle of IT recruiting process that includes a detailed and thorough understanding of position requirements, searching for consultants, rate and benefit negotiation, coordinating interviews, documentation and offering any other assistance needed for a successful start and completion of a project.
* Phenomenal negotiation skills, excellent verbal and written communication skills, presentation skills and interpersonal skills with hands on experience in a team playing, constantly changing and multitasking environment.
* Fun and friendly disposition with consultative customer service focus coupled with an influential style to progress tasks forward diplomatically with confidentiality, including culturally diverse environments.
* Motivated and independent with managing time, resources, driving processes, troubleshooting urgent time-sensitive requests with quick response to deliver results effectively.
* Highly team oriented, receptive to feedback and collaborating with others in developing strategy to approach tasks with a sense of urgency.

**TOOLS**

**Job Boards:** Dice, Monster, LinkedIn.

**Tax Terms:** C2C, W2 and 1099, FTE

**Visa Status:** US Citizens, H1B, Green Card, EAD, TN,

**CORE STRENGTHS:**

* Optimistic
* Positive Attitude.
* Assertive Thinking.
* Good management skills.
* Sincere in the work for growth of organization.
* Capable of managing to new challenges & environments.
* Good oral and written communication skills.

**TECHNICAL EXPOSURE:**

**Operating systems known** : Windows XP, Windows7 or 8

**Packages known** : MS-Office, MS-Outlook, MS-Excel.

**EDUCATION:**

* Diploma in computer Science – KPT, Mangalore – 2018
* St joseph Pu college , Mangalore- 2015
* Holy Family High School , Mangalore - 2013

**PROFESSIONAL EXPERIENCE:**

**Alchemy Software Solutions, Bangalore 2019- Present**

**Sr.US IT Recruiter**

* Experience in **US Recruitment** with extensive experience in sourcing, screening, interviewing, and placing qualified candidates on IT Projects at various clients **(Mphasis, JPMC,WellsFargo, Happiest Minds, Mindtree, Verizon, Charles Schwab and Co. Inc, HCL ,Oracle, Emids)**.
* Responsible for team Submissions & Screening.
* Responsible to sent Daily Report to Manager and Client Updates.
* Responsible for the full hiring cycle, including sourcing; pre-screening; negotiating compensation packages and coordinating technical managerial interviews.
* Working with all consultants such as **Citizen, GC, H1B, H4 EAD, OPT, and EAD's (EAD-GC**).
* Hands-on experience in sourcing profiles forms various job portals like **Monster, Dice, LinkedIn.**
* Extensive Experience with Ceipal - ATS (Applicant tracking system).
* Extensively worked on IT requirements such as java, .net, Data Engineer/Scientist, UI/React JS, Angular JS, PM/BA, Devops, QA Engineer, Healthcare & Financial Domain requirements

**Skill:** MS office- Word, Excel, Power point, MS Outlook, Internet, and E-mail operations, ATS.

**DECLARATION:**

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