Job Seeker

SR.IT Recruiter (Remote)

➢ I have around 6 years of experience in both Marketing and Sales.
➢ Experienced in Managing/Handling high volume of requirements.
➢ Extensively worked with Citizens/GC/EAD/H1B holders on placing into positions Hire/Contract/Contract - PERM.
➢ Well-equipped in understanding the job requirement and identifying/creating key words for searching the job requirements in job sites.
➢ Experienced in screening resumes and holding initial discussion with the candidates via regular communication channels.
➢ Have been successful in closing positions with many sub-contractors, in existing volatile market. In a typical case of turning "crisis to opportunity.
➢ Well versed with latest technologies in the IT industry.
➢ Proven record on placements and interviews for low rate requirements
➢ Conducted initial interviews by phone to determine experience and skill level.
➢ Excellent negotiation skills
➢ Worked closely with direct clients, preferred vendors, and consultants.
➢ Quick learner and good team player.
➢ Excellent Oral and written communication skills.
➢ Experienced working on Applicant Tracking system.

Authorized to work in the US for any employer

WORK EXPERIENCE

SR.IT Recruiter (Remote)

MyApps Hub LLC   -   Redmond, WA   -

January 2014 to May 2017

Responsibilities:
➢ Handled all the IT Technologies involving combination of complex skill sets and rare technologies.
➢ Maintained constant communication with Hiring Managers for completing recruiting process and procedures.
➢ Responsible for recruiting and maintaining good relationship with the existing candidates in the organization.
➢ Exclusively worked on technical requirements for our direct clients.
➢ Short listing the candidates based on the skill sets and experience.
➢ Negotiating with the employers regarding hourly dollar rate
➢ Source active and passive technology candidates through various techniques like Boolean search on Monster, Dice, Linked Recruiter in and through referrals.
➢ Worked with candidates directly on our W2 or Corporation to Corporation (C2C).
➢ Handled the task of maintaining proper records of candidates in the database of the organization.
➢ Develop and maintain database of both active and passive candidates.
➢ Identifying and developing new business through networking, and courtesy and follow-up calls.

➢ Major part of the Training and Development team, where in every new employee is personally trained under my supervision on the basics and internal tactics of recruitment in US Market, which included training on US work culture and other small details.
➢ Prioritized clients' requirements in a high volume, time-sensitive environment to meet deadlines.

IT Recruiter (Remote)

Canopy one Solutions Inc   -   Chantilly, VA -

August 2011 to September 2012

Responsibilities:
➢ Exclusively worked on technical requirements for our direct clients. End to End recruitment which included screening, sourcing, telephone screening, negotiating, interview scheduling, post interview follow-up (with both the client and the candidate)and hiring formalities.
➢ Sourcing resumes is not limited to the job portals only, sourcing using technical groups like Linked in, Google search with formulation, yahoo search, blog search etc.
➢ Marketing H1 and Indian candidates by posting their resumes on job portals, broadcasting the resumes using the company's vendors list and by replying to the job posting on Dice and job Portals.
➢ Clients handled were from varied domains like Consulting Services, Financial.
➢ Networking with existing Vendors in order to maintain links and promote products.
➢ Managing own diary in order to organize and priorities daily and weekly goals.
➢ Contributing to team or progress meetings to update and inform colleagues.
➢ Identifying and developing new business through networking, and courtesy and follow-up calls.
➢ Develop and maintain database of both active and passive candidates.
➢ Negotiating with the employers regarding hourly dollar rate
➢ Check for the Candidate willingness to relocate to the Project location in case he/she is not a local Candidate.
➢ Ensuring the candidates to take the position.

Jr.IT Recruiter

I20 FEVER   -   Hyderabad, Telangana -

September 2007 to November 2009

Responsibilities:
➢ Worked Entirely on US Recruitment.
➢ Search generic job boards, industry specific job boards and coordinate with vendors to find consultants for fulltime and contract hires and contract positions.
➢ Interview, Prescreen, ensure availability and present consultants to client Hiring Team/Project Manager for further discussions
➢ Source candidates, present to hiring manager, conduct phone interview, schedule interview (MS Outlook), and administer testing procedures for all qualified candidates
➢ Provide at least 2 good/ qualified resumes per requirement.
➢ Manage up to 25-30 requirements per month.
➢ Utilize knowledge of multiple recruiting sources such as Crop to Crop, Dice, Monster and 3rd party vendors, Independent consultants and execute various recruiting strategies.
➢ Management reports on candidate submittals and closures.
➢ Coordinating with the Consultants through email/phone.
➢ Finalizing for the rate & Schedule for interview's.
➢ Maintaining good Report with Clients.

EDUCATION

Bachelor's in Electronics

Jawaharlal Nehru Technological University   -   Hyderabad, Telangana

SKILLS

RECRUITMENT (6 years), DATABASE (4 years), .NET (Less than 1 year), ANDROID (Less than 1 year), CLOSING (Less than 1 year)

ADDITIONAL INFORMATION

AREAS OF EXPERTISE:
Multi-location recruitment
Offer Negotiation & closing
Candidate/Hiring Manager relationships
Candidate Database creation & Maintenance
Building strong referral networks

TECHNOLOGIES:
Sourced, recruited and placed candidates on following technologies:
Java, .Net, QA, BA's, PM's, Database Admin/Developers (SQL, Oracle, DB2, Sybase), Network Engineers, Cyber Security, Mainframe, Big Data/Hadoop, PHP, DevOps, Mobile Developers (Android, iOS), Informatics, Business Objects, Quant Developers/ Analyst and many more.