

# RESUME

**Ratna Raju. K**

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## **OBJECTIVES**

I am a passionate and results-driven individual looking to work in a challenging and dynamic environment. Which gives me an opportunity to add value to the organization by leveraging on my analytical skills, specialization, I look forward to a long-term relationship with an institute that helps build my career and harness the best of my calibre.

## **ACADEMICS**

COURSES	INSTITUTIONS	BOARD	YEAR OF PASSING	%
MBA (Finance &HR)	Impact Institute of Management Studies	Visvesvaraya Technology University	2019	70
BCom(CA)	Chaitanya Bharathi Degree College	Acharya Nagarjuna University	2017	75
PUC (MPC)	Vignana Bharathi Junior College	Board of Intermediate	2014	84
SSC (10 <sup>th</sup> std)	Gayatri English Medium School	Andhra Pradesh Board	2012	88.2

## **Work Experience**

### **1) Organization: TECHNIPROS LLC, Vishakhapatnam**

**Role: Senior Benchasle Recruiter,**

**Duration: Aug 2022 to Till Date**

- Involved in Full Life Cycle of Recruitment and Sales and my responsibilities includes Sourcing, Screening, Rate Negotiation, Formatting, Interviewing and placing personnel in quick turnaround time in contract positions in the Information Technology industry throughout the United States.
- Marketing our own

consultants (OPT /H1B) to the suitable requirements. • Worked with prime vendors in order to avoid middle layers. • Maintaining good relationship with prime vendors to get future requirements. • Communicating with clients, vendors & recruiters on regular basis according to the requirement. • Negotiated on rates with the vendors as suggested by management based upon location and duration. • Get the updated resume form consultant and fetched the best requirements from job portals, prime vendors and other networking sites. • Involved in negotiating rates with the vendors as per the requirement of client based upon work location and contract duration. • Scheduling interview calls for consultants through vendors and doing a thorough follow up till the consultant gets placed with the client. • Follow up with the client/prefer vendors and candidate after the interview regarding the feedback of a consultant. • Responsible for coordinating with the consultants regarding start and end dates of projects when the consultant meet up with the client requirement. • Having good knowledge of job portals like Dice, Career Builder USA, Monster USA, Indeed, LinkedIn. • Taking the help of a search engine for the requirements which are posted on daily basis in Dice.com, Monster.com, Hotjobs.com, Career Builder.com, Job.com, etc. and discussing about the open requirements with the particular SPOC of the company. • Involved in sending hot list of the consultants to my vendors list and calling them to check whether they are working on mentioned requirements in the hot list. • Strong Understanding of US work authorizations such as US citizens, GC, H1B, OPT, TN, GC-EAD, H4-EAD etc. • Excellent knowledge on different tax terms of US-C2C, US-W2, 1099.

## **2) Organization: PSC Info tech Pvt. Ltd (Fluxtek Solutions), Chirala.**

**Role: Bench Sales Recruiter**

**Duration: Sep-2021 to July-2022**

### **Responsibilities:**

- Involved in Full Life Cycle of Recruitment and Sales and my responsibilities includes Sourcing, Screening, Rate Negotiation, Formatting, Interviewing and placing personnel in quick turnaround time in contract positions in the Information Technology industry throughout the United States.
- Marketing our own consultants (OPT /H1B) to the suitable requirements.
- Worked with prime vendors in order to avoid middle layers.
- Maintaining good relationship with prime vendors to get future requirements.
- Communicating with clients, vendors & recruiters on regular basis according to the requirement.
- Negotiated on rates with the vendors as suggested by management based upon location and duration.
- Get the updated resume form consultant and fetched the best requirements from job portals, prime vendors and other networking sites.
- Involved in negotiating rates with the vendors as per the requirement of client based upon work location and contract duration.
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job portals like Dice, Career Builder USA, Monster USA, Indeed, LinkedIn. • Taking the help of a search engine for the requirements which are posted on daily basis in Dice.com, Monster.com, Hotjobs.com, Career Builder.com, Job.com, etc. and discussing about the open requirements with the particular SPOC of the company. • Involved in sending hot list of the consultants to my vendors list and calling them to check whether they are working on mentioned requirements in the hot list. • Strong Understanding of US work authorizations such as US citizens, GC, H1B, OPT, TN, GC-EAD, H4-EAD etc. • Excellent knowledge on different tax terms of US-C2C, US-W2, 1099.

## **INTERNSHIP:**

### **1. ITC:**

I HAD DONE A PROJECT IN ORGINZATION STUDY ON ILTD CHIRALA BRANCH.  
PROJECT DURATION IS 45 DAYS.

## **PROFESSIONAL CERTIFICATION**

- Completed Advance Excel course from....(Impact Institute of Management Studies)
- Data Analytics certification course-----(Impact Institute of Management Studies)

## **ACCOLADES**

- Won “Gold-Medal” in out-bound activity (PG)
- 1<sup>st</sup> Prize in Quiz competition (UG)
- 1<sup>ST</sup> Prize in essay writing competition (UG)
- 3<sup>rd</sup> Prize in Quiz competition (PUC)

## **COMPUTER PROFICIENCY**

- Ms Office
- Video Maker

## **PERSONAL SKILLS**

- Maintain good relationships with business people
- Quick Learner Self Confidence & Positive Attitude
- Ability to perform & contribute under pressure
- Flexible & Adaptable to changes & challenges
- Highly Self Motivated

- Ability to work with Team

## **HOBBIES**

- Playing carrom board
- Watching cricket
- Listening to music

## **PERSONAL DOSSIER**

- Date of Birth : 05-05-1997
- Gender : Male
- Linguistic Proficiency : Read: - English, Telugu,  
Write: - English, Telugu,  
Spoke: - English, Telugu.

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

**Place:**  
**Chirala, Andhra Pradesh**

**Ratna Raju**

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