**Sachin Vijay Nambiar**

**Ashburn, VA**

**Experience Summary:**

* A talent acquisition professional with 17+ years of experience in IT Recruiting, Team management and Interviewing. Firsthand experience with full life cycle Training (both Contractual and Permanent) across levels from Entry Level to Management level positions through temporary placement activities like networking, phone interview, reference check, negotiating salary offer, offer extension and employee referral.
* Excellent Human Resources HR skills & strong verbal communication abilities at all organizational levels. Proven ability to build relationships with clients and candidates as well as interact effectively with personnel from diverse cultural backgrounds.
* Hands on experience in Recruitment Management / Sales & Marketing Management/ HR Management.
* Excellent experience in IT Recruiting Industry as a Sr. IT Recruitment Manager/ Delivery manager/Account Manager.
* Have managed & handled 40+ recruiters and 4 teams (Managers and Team leads) including onsite (USA & Canada) and offshore (India).
* 16+ years of experience in managing full cycle recruitment of IT Professionals for reputed clients in US (Federal & Commercial).
* Experienced in all aspects of full cycle recruiting to include requirement gathering, sourcing, resume evaluation, phone screening, interviewing, salary or rate negotiations, and client service.
* Identified highly technically skilled, bright, talented job seekers by using direct and indirect sourcing methods and matching them to ideal positions.
* Created job descriptions and researched job requirements to create appropriate qualification questions.
* Well versed with knowledge of US Immigration laws of H1 VISA, Green Card, US Citizen.
* Strong experience as an IT Recruitment Manager/ lead to recruit IT talent, through job boards and vendor partnerships in a Consulting company.
* IT recruiting experience with a successful background sourcing candidate from a wide range of technical disciplines - Java .NET Developers, Business Analysts, Sales force Analysts/Admin, Oracle Developers, AWS Cloud Administrator, PeopleSoft/oracle DBA’s, SDET/Test Engineer & Unix/ Linux Engineers, service now analysts, Project Managers, Test managers etc. Also worked on Non-IT engineering roles with the team.
* Strong leadership, negotiation, problem solving, and team building skills as well as confident recruiting techniques.
* Team player with excellent interpersonal abilities, multitask abilities, customer relationship management skills and excellent communication skills.
* Excellent written, verbal, analytical and problem-solving skills.
* Proficiency in Communicating with the direct clients, procuring the requirements, and matching their needs and requirements in terms of human resources.
* Proficient with HRIS systems, Recruiting Applicant Tracking Systems ATS Job Diva, (iCIMS), networking tools and MS Office

**Work Experience**

**V2Soft Inc., Bloomfield Hills, MI (Remote) Jan 2022 – Present**

**Global Talent Acquisition Manager / Sr. Recruitment Lead & Recruiter**

**Responsibilities:**

* Primarily responsible for managing end-to-end recruiting within the company.
* Job duties include understanding hiring needs, assigning job requirements, recruiting, prioritizing, reviewing resumes, approving final submission, coordinating interviews, finalizing hires, and getting resources onboarded.
* Manage the onsite and offshore recruiting team and monitor their performance so they meet the targets set and also recruit to meet the targets assigned.
* Design, develop and maintain the recruitment process in the organization (including its description, recruitment measurement definitions, regular measurement reporting, taking proper actions to close gaps)
* Have managed & handled 40+ recruiters and 4 teams (Managers and Team leads) including onsite (USA & Canada) and offshore (India).
* Explore the market best practices in the recruitment and staffing and implement appropriate best practices in the organization.
* Builds a quality relationship with the account managers, recruiting team, customers, line managers and external recruitment agencies.
* Monitored constantly worked towards reducing the costs of the recruitment process.
* Set the social media communication strategy for different job profiles and functions in the organization.
* Conducted job interviews for the job positions (or key jobs in the organization)
* Attended networking and recruiting events as needed.
* Had good customer interaction and client interfacing, as required.

**SCI Group, Vienna, VA June 2020 – April 2022**

**Sr. Lead Recruiter / Resource Manager (Federal Recruitment)**

**Responsibilities:**

* Managing company staff, including coordinating, and supporting the recruitment process.
* Onboarding newcomers to the company.
* Determining suitable salaries and remuneration.
* Providing the necessary support systems for payroll requirements.
* Developing adequate induction and training.
* Supporting employee opportunities for professional development.
* Managing succession planning of staff.
* Assisting with the performance management and review process.
* Building & fostering strong client working relationships.
* Understanding needs of client staffing requirements and working with the delivery team to deliver high quality candidates.
* Build strong relationships with consultants working at client sites, understand and resolve their issues/challenges.
* Keep employee handbook updated.
* Work on worker’s compensation claims if needed & coordinate with employee as required.
* Wage Garnishment Orders. Coordinates with Employee & Payroll processing company.
* Complete the employment verification for past and current employees via phone and email when required.
* Work closely with Sr. Directors & VP’s to completes any other tasks assigned.

**Techligent Systems, Inc, Vienna, VA (Contract) Jan 2020 – June 2020**

**Lead Recruiter**

**Responsibilities:**

* Maintain knowledge of trends, best practices and innovative technologies in human resources, talent management, and employment law.
* Collaborated closely with employees and provided necessary information, resolved issues.
* Maintained compliance with federal, state, and local employment laws and regulations (Eg. ACA, FMLA, FFCRA, FLSA, HIPAA etc.), and follows recommended best practices; prepares/reviews policies and practices to maintain compliance.
* Kept employee handbook updated.
* Addressed specific issues related to health insurances with Insurance company/ broker.
* Prepared for audits, new hire documents, health insurance enrollment material, insurance invoices, premium tables etc., and reviews and took part in selection of renewal policies.
* Prepared 401(k) contribution reports, verified enrollment data, changes, loan requests, terminations.
* Prepared payroll reports, works with payroll company.

**ARK Solutions, Inc, Reston, VA March 2018 to Sep 2019**

**Delivery Manager/ Recruitment Lead**

**Responsibilities:**

* Building & fostering strong client working relationships.
* Understanding needs of client staffing requirements and working with the delivery team to deliver high quality candidates.
* Build strong relationships with consultants working at client sites, understand and resolve their issues/challenges.
* Engaged in Business-to-Business sales with new and existing clients for supplemental staffing or long-term consulting engagements in the fields of Information Technology, Business Applications, and Telecommunications.
* Consistently communicating with Senior Level IT Directors and Management to understand their needs and help gain advantages for future business opportunities.
* Maintaining vendor relations by providing ongoing communication and problem resolution for internal and external employee conflicts and deficiencies.
* Working closely with Delivery (Recruiting) Team to identify, screen and place technical resources.
* Consistently evaluating client base and future business opportunities to ensure and validate an efficient strategy, growth, and profitability.

**Asta CRS Inc, Ashburn, VA Oct 2016 to March 2018**

**Recruitment Lead**

**Responsibilities:**

* Responsible for Sourcing, recruitment, screening, selection of candidates for hourly, salaried non-exempt, exempt, managerial, and/or executive positions.
* Circulated requirements to Vendors to get resumes from the third party.
* Searching resumes using job portals like Dice, Monster, Career Builder, Indeed and Google Boolean search.
* Discussing requirement with the candidate and evaluation of profile against requirement.
* Rate negotiation with Green Card /US Citizen Candidates on W2 or 1099 terms or Corp to Corp rates with third party in case of H-1 visa candidates.
* Scheduling Interviews and follow-ups with Account/Hiring Managers.
* Monitoring performance of recruiters reporting to me and providing support as required maintaining lofty standards of quality norms.
* Locating, Selecting & Training new recruiters.
* 3rd Party vendor development and relationship building for greater supply of resumes.
* Selection & screening of candidates for joining the organization on W2/ H1B Transfer.
* Negotiating on salary & completing the joining formalities.
* Working on requirements from Implementation Partners like Sherwin Williams, Amtrak, WMATA.
* Created job descriptions and posted them on Indeed, Craigslist, Dice, CareerBuilder, and other posting tools.
* Allot Candidates to marketing recruiters.
* Update Management regarding the progress and issues.
* Worked on Master Agreements and Purchase Order and completing all legal documents.
* Payroll generation, Coordinate with finance dept and update regarding leave.

**Numann Technologies, Bay Area, CA Jan 2014 to Sep 2016**

**Resource Manager / Lead/ Recruiter**

**Responsibilities:**

* Responsible for management of full life cycle recruitment for various clients starting from gathering the requirement from the account manager and allocating assignments to recruiters, identifying, and screening the candidates, submitting the resumes, scheduling their interviews, and closing.
* Conducted phone and in person interviews, reviewed resumes and evaluated candidates to find the most qualified IT professional for client's requirements.
* Performed detailed and thorough reference checks, reviewed candidate’s qualifications to meet customer's requirements and business initiatives.
* Requirement distribution to Technical Recruiters.
* Motivating, guiding, mentoring recruiters to achieve higher levels of performance.
* Searched resumes using job portals like Dice, Zip recruiter and indeed.
* Screened resumes that matched the skill set with the requirement.
* Discussed requirements with the candidates and did evaluation of profile against requirement.
* Rate negotiation with Green Card /US Citizens candidates on W2 or 1099 terms or Corp to Corp rates with third party in case of H-1 visa candidates.
* Scheduling Interviews and follow-ups with Account Managers.
* Made sure delivery of candidates through all the necessary agreement documentation administration.
* 3rd Party vendor development and relationship building for greater supply of resumes.
* Actively participated in growth strategies and infrastructure & resource development.

**Sutherland Global Services, Mumbai, India Nov 2005 – Sep 2013**

**Recruitment Lead**

**Responsibilities:**

* Managing full life cycle Sales and Recruiting activities for India to include posting positions, prescreening & interviewing candidates over phone, obtaining leads and reference checking, client interview arrangements, closing and offer preparation.
* Responsible for closures of technical professionals into both contract and permanent employment opportunities.
* Strong experience with high volume recruiting.
* Possess an intense sense of Urgency, Flexibility and had sole responsibility of one of major account.
* Working with Accounts / Resource managers on all staffing related issues, such as recruitment, selection of candidates, offers, salary negotiation, interview techniques and closing candidates.
* Negotiating, Reviewing and Executing Master Agreements and Bill Rates with Vendors and Clients.
* Performing reference checks and arranged drug screens and background checks on applicants.
* Developing effective and innovative recruiting strategies for attracting and sourcing high quality technical candidates for client companies.
* Forming strategic partnerships with senior management to determine staffing needs.
* Participating in weekly recruitment meetings, conference calls, focusing on troubleshooting difficult positions and managing client issues.

**Education:**

Bachelor of Commerce, University of Mumbai, 2005, India