E. A. SAMSON

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Twelve plus years of Experience in the areas of consulting and recruiting. Extensive industry experience including: Client Management, Administration, Training, Consulting/Recruiting, Operation analysis, and management.

PROFESSIONAL SYNOPSIS

**SUMMARY**

* Recruitment Specialist with 12+ years of rich experience in Technical Hiring, Client & Team Management. Also, have experience recruiting for Sr level management positions. Have strong experience recruiting for software, Banking, and Financial positions.
* Expertise in entire recruitment life-cycle from obtaining the job opening, researching the opening, sourcing the candidate, prescreening, technical interviews, client contact/feedback, negotiations, closing the hire and maintaining the candidate in the position for Permanent positions
* Recruited almost all spheres in IT Technologies – Strong in Application Development and Infrastructure, Client Server, DWH, QA/Testing, , Telecom etc.,
* Proficient in recruiting techniques like Head Hunting, Cold Calling, Networking and Internet based recruiting tools.
* Good Negotiation and Closing skills with strong emphasis on Candidate & Client Relationship Management.
* Write specific client job descriptions; prepare candidate profile specification; place recruitment advertisements in applicable portals for response
* Focus on optimization of Resource utilization and make a good match of skill, role, organization needs and employee aspirations.
* Excellent problem solving, interpersonal, networking and communications skills.
* Experience in selection and recruitment across functions in Information technology.
* Experience in handling multi location bulk recruitment events including walk-ins

Expert Resume Writer, Career Coach and Job Search Strategist  
  
I am a passionate, high energy, dynamic manager who has developed penetrating insight into business and people. I believe I have professional business acumen in the business processes I have worked in.  
  
Specialties:, Sales strategy & Execution,, Outsource Vendor Relationships, Sales, Recruiting, Talent Acquisition, Relationship building, Business Development, Client Relations, Talent Management, Career Consulting, Strong knowledge of Salary and hiring trends. Training & Mentoring teams, Leadership & Teambuilding, Internationally & Culturally diverse and Excellent Communication skills.

Technical Skills

* Operating Systems Ms-Dos, Windows.
* Ms-Office (Word/Excel/PowerPoint)
* Internet Concepts

Ibis Tech International Corp March 2011 – Till Date

Designation: Recruitment Manager / Team Leader

Ibis Tech.is an information technology firm that offers project and product development and implementation, system integration services, staff augmentation and business solutions tailored to client’s needs. The following unique advantages establish a high quality, cost effective and time.

**Responsible for Full Life Cycle of Recruitment, which include the following:**

* Handled clients in a wide area – Technical, Non-Technical, Pharmaceutical, Biotechnology, Healthcare, Federal, Media and Education sectors.
* Handled Clients Conference calls – Spotlight Calls on all the requirements IT and Non-IT Sectors.Getting the new requirements from prime vendor
* Taking care of paper work
* As a Sr.BDM – handled a team of 7 recruiters and clients in the IT and Non-IT sectors. Helped the management inn screening and interviewing the candidates in the US Staffing.
* Take care of the bench sales of H1B, OPT-EAD, GC-EAD, GC and Citizens
* Screen candidates based on their resume and place them to appropriate clients

Personnel Management • Employees Relations & Retention • Training / Development • Policies & Procedures • Versatile Leadership • Recruitment • Welfare Planning • Staff Development & Motivation.

US Software Corporation September- 2006 - March 2011

Designation: Business Development Manager.

US Software Corporation, a Chicago Based company, Core strength include customized software services that range from providing complete management of your IT needs, application maintenance support, top quality IT Staff Augmentation Solutions, or innovative enterprise software development.

As Business Development Manager :

* Responsibilities included developing and implementing strategic plans and procuring new business in the area of Information Technology and Engineering.
* Managed, supported and worked Client requirements with a team of Account Executives and Recruiters.
* Responsibilities also included maintaining customer Relationships, recruiting, interviewing and hiring IT and Engineering professionals for contract assignments and direct placements.
* Assigning everyday tasks to Recruiters.
* Report to CEO and the Directors.
* Sourced, screened, filtered resumes, checked references, interviewed and placed technical candidates with various clients on different projects
* Indulge in contracts and Vendor agreements for C2C or third party employers. Aware of Pre-submittal form, Employment Application form, W2 agreement, W4 form, I-9 document, Sec-125 form, Direct Deposition form, Employee Contact form etc.
* Involved in identifying client’s needs for other IT related solutions
* Keeping track of candidate for future references and marketing.
* Meeting the set targets
* Conducting preliminary interviews with candidates to ascertain their competencies, skills and aspirations
* Recruited 3 to 4 software professionals on an average a month for contract (1099, Corp-Corp, W2) and permanent positions offering their services to various fortune 500 clients.
* Pre-screening of the Résumé’s. Short-listing of the candidates
* Receiving Placement Order (PO) from client (If any consultant placed).
* Actively involved in negotiating and closing business contracts.
* Negotiate salary packages and billing rates acceptable to both parties leading to a win-win situation (for W2 / 1099/corp to corp cases).

As a recruiter:

* Manage recruitment process from requisition initiation to sourcing, to acceptance of offer and final placement. Recruited hard to find candidates for all levels from all categories (US Citizens, Green Card, H1B, and TN)
* Fairly aware of and responsible of Different benefits and costs like W2, 1099, Corp to Corp, Per Diem, FTS (Full Time Salary), FTH (Full Time Hourly), Rate, Payment Terms, etc.
* Recruiting via Internet job boards (Dice and Monster) direct phone sourcing, vendor network, referrals and expanded Internet sourcing.
* Full Life-Cycle Recruiting experience, from obtaining the opening, researching the opening, sourcing the candidate, technical interviews, client contact/feedback, negotiations, closing the hire and maintaining the candidate in the position.
* Resourcing the IT professionals from job portals and other agencies. Signing of contracts with the consultants and vendors: Master Agreement, Non-compete, and Non-solicitation.
* Successful in both Contract and Permanent searches. Outsource suitable Resume matching the client’s requirements. (Expert in using jobsites)
* Conducted diverse highly technical searches
* Submit consultant’s resumes to managers & Coordinate interviews with managers & consultants.
* Identify potential candidate who can be transferred on the company’s H1, fix their salary according to the market rate of their skill set and place them at client sites.
* Coordination with Third party vendors for Resources.
* Recruited 3 to 4 software professionals on an average a month for contract (1099, Corp-Corp, W2) and permanent positions offering their services to various fortune 500 clients.
* Extensively used Internet job boards/search engines (Dice.com, Net-Temps, CareerBuilder, Monster, hot jobs, etc.).
* Utilizing various sourcing method to generate candidate including extensive sourcing from Web portal, Internal Database, Web Posting, Employee referrals and Networking.
* Having a sound knowledge of various recruiting practices, terms, responsibilities, intricacies and ability to adapt to the situations demand.
* Source, screen & shortlist high-end software professionals matching all skills set requirements of clients. Making extensive searches to fulfill the requirement.
* Understand the requirements from the technology perspective and resourcing the right consultants using the Search strings.
* Outsource suitable Resume matching the client’s requirements. (Expert in using jobsites Monster.com. Dice.com, CareerBuilder.com, Computerwork.com, computerjobs.com, hotjobs.com, Nettemps.com etc.)

Customer Line Sept. 2005 – April 2006

Designation:  SeniorCall Center Executive.

Role and Responsibilities:

* Providing voice support in Selling Credit Cards to the Customer.
* Administering back office voice support for Capital One Credit card and for MSN, ISP.

Techie Index Inc Feb 2004 – July 2005

Designation:  Call Center Executive.

Role and Responsibilities:

Job Profile:

* Answered inbound calls in support of customer needs.
* Conveyed in a reassuring manner step by step instructions to resolve application issues.

Personal Skills:

* Excellent written and verbal communication skills, with an eye for detail.
* Extremely productive in a high volume, high stress, environment.
* Business oriented, comfortable in a structured/yet stressful environment.
* Ability to negotiate, often in controversial settings.
* Proven organization, communication, and problem solving skill.
* Self-starter with a can do attitude.
* Accustomed to working in fast paced environments with the ability to think quickly and successfully handle difficult clients.